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ABSTRACT

This self-instructional library module is the textbook used in a 4-hour library instruction course for field-based students of the National College of Education. The field program involves instruction sessions in local libraries, instructor-assisted online reference searching, and document delivery to field-based students working on a comprehensive research paper. The first part of the module itself includes an introduction; a schedule of activities; a glossary of terms; an outline of the library research process; a discussion of choosing a local library for research; a list of Chicago-area libraries with notations as to availability of ERIC microfiche and government document collections; and guidelines on using the library, the general search process, online computer searches, and manual searches for information in books, the journal literature, and ERIC documents. The second part of the manual provides an annotated listing of 47 basic library reference tools including sources of general, business, education, funding, grant, nursing, and social science information. The date and subject coverage of each reference work and an indication of its online availability are given. (Author/ESR)

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Library Research and Computer Search Module

Revised Edition

Objectives:

1. to provide the student with an explanation of the library research process;
2. to reacquaint the student with basic library skills and resources;
3. to prepare the student for personalized computer literature search;
4. to explain the process for locating research materials.

Prepared by

Division of Learning Resources

NATIONAL COLLEGE OF EDUCATION
2840 Sheridan Road
Evanston, IL 60201

February, 1982

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PART I

THE PROCESS

WHAT'S IT ALL ABOUT?

Working adults who are continuing their education, like you, do not have the time to devote to exhaustive library research. Yet, the research project that is a major component of the field experience programs, requires a substantial literature review and bibliography.

National College of Education has simplified your library research by including the latest advance in libraries today, computer literature searching, as an integral part of your program. A professional librarian will work with you to develop your personalized bibliography of resources and to help you locate the materials you need.

While visits to one or more libraries will be necessary to complete your literature review, many of your library needs can be handled through the mail and/or by a phone call to the Reference Department at the Evanston campus. The numbers are 256-5150 Ext. 275 or 256-1057 (you may call the second number collect.)

NCE wants you to know that your library needs can be met through our own libraries and the inter-library loan network. Our job is to serve you in the field-based programs as fully as if you were on campus. Let the NCE libraries serve you!

SCHEDULE OF ACTIVITIES

(Week numbers listed correlate with BAABS program only. Other FEP schedules may vary.)

WEEK 9 Read the Library Research and Computer Search Module.

WEEK 10 Meet class at a library as announced by instructor.

WEEK 10 cont. NCE Extension Services Librarian will meet you there to give a brief library tour and explanation of a few basic indexes.

Begin compiling your bibliography for your project by searching card catalog and periodical indexes.

Locate and read at least one article from a professional journal in your field.

Begin filling out "Blue Sheets" (computer search forms provided by instructor).

Ask Extension Services Librarian for help formulating computer search.

WEEK 11 Turn in Blue Sheets to instructor who will approve them and send to librarians to prepare for your computer search.

WEEK 12 or 13 Discuss your research topic on an individualized basis with librarian to clarify your computer search.

Observe the librarian perform your computer search.

WEEK 13 or 14 Receive computer printouts in the mail.

Select publications on printout that are relevant to your project. Add them to your previously-begun bibliography.

Locate books and journal articles from NCE libraries or other libraries.

Call NCE Libraries at Evanston Campus for help in locating publications.

256-1057 call collect
if long distance

Read the PROJECT MODULE for information on note-taking, preparation of bibliographies, and interpretation of the publications you read.

GLOSSARY OF TERMS

- Abstract** - A summary or condensation of the content of a document.
- Abstract Service** - Also called information service or system. An organization which indexes, cites and abstracts the literature of a field. Its citations usually appear in printed indexes for hand searching and on magnetic tape for computer searching. ERIC and Dissertation Abstracts are two such systems.
- Annotation** - A summary of a publication included in a bibliography.
- Bibliography** - An organized list of books or other materials.
- Bibliographic Citation** - An official description of a book, periodical article or other material listing author, title, publisher, and date and place of publication.
- Call Number** - The number and letter code which determines the location of a book on the library shelf. The code designates the subject classification of a book. The call number appears on the spine of the book and on the upper left hand corner of its catalog cards. Please note: The call number of a given book will not be the same in each library.
- Card Catalog** - An arrangement of 3X5 inch cards in file drawers. The cards in the drawers describe the library's collection and where each book may be located.
- Citation** - The information needed to describe and/or locate a particular book or article: author, title, publisher, date of publication.
- Computer Printout** - An annotated bibliography of information on a certain which is contained in a computerized data base. The process of creating or "running" a computer printout is "computer searching".
- Computer Search** - The process of drawing out specific information from the computer's stored records. The librarian types selected words, phrases or codes on the computer keyboard to retrieve this information in the form of a set of citations which is called the computer printout.

GLOSSARY OF TERMS

Cross Reference

- A direction from one heading to another in a card catalog or index. A cross reference may be a "see" reference or a "see also" reference.

Data Base

- This is sometimes used as a synonym for an abstract service, but usually refers to the computerized section of the service, or the information contained in the computer file.

Descriptor

- Interchangeable with "Subject Heading" or "Index Term". A word or words which have been selected to describe subject content. In searching for material on a certain topic, one looks in an index under a descriptor to find documents that discuss the topic.

Dewey Decimal System

- One of the two common classification schemes used by libraries is to arrange their materials on the shelves according to subject matter. Content according to the classification scheme determines the book's call number. The Dewey system is most often used in public libraries. See also "Library of Congress Classification System".

Government Document

- A publication by any governmental agency. Libraries may house them in a separate collection. Federal government documents are indexed in the Monthly Catalog of U.S. Government Publications.

Index

- Any system which arranges information in a list, according to a specific component of the material, often author, title, or subject matter. The index does not contain the actual document, only some form of reference to it. Examples of indexes are the card catalog, the Reader's Guide to Periodical Literature, and the index which appears in the back of a book to give you the page numbers on which a specific topic is discussed.

Index Term

- See "Descriptor"

Infopass

- A pass needed to get into certain libraries not ordinarily open to the public. It may be obtained from National College of Education librarians.

GLOSSARY OF TERMS, cont.

Information System

- Also called information service. An organization which indexes, cites and abstracts the literature of a field. Its citations usually appear in printed indexes for hand searching and on magnetic tape for computer searching. ERIC and Dissertation Abstracts are two such systems.

Interlibrary Loan

- A system of agreements among libraries to share their collections with other than their own clientele. If a patron needs a book or article which the local library cannot supply, the local librarian will request it from another library. Interlibrary loan, as its name implies, cannot be made by an individual; a library must make the request on behalf of its patron.

Library of Congress (LC)
Classification System

- This is the other common subject classification scheme in libraries. It is found in most larger or research-oriented collections such as university libraries. See also "Dewey Decimal System".

Magazine

- See "Periodical"

Manual Search

- The traditional method of locating information in printed indexes

Microfilm

- Film in strips on which documents (books, magazines, etc.) are recorded. The film is then enlarged on a screen for viewing.

Microfiche

- A microfilm copy in sheet form on which documents are recorded. The film is then enlarged on a screen for viewing.

Microform

- Includes microfilm and microfiche.

Periodical

- Any publication which appears in regular issues over time: newspapers, magazines, journals. The terms "periodical" and "journal" are interchangeable.

Periodical Index

- An index which cites the individual articles appearing in a selected group of periodicals.

GLOSSARY OF TERMS, cont.

Reference Books

- The non-circulating materials of a library which provide basic information about a topic. Examples of reference books are: encyclopedias, dictionaries, indexes, and almanacs.

Response Packet

- The packet which NCE sends in response to your search request. The components of this packet are detailed in the final section of this module.

Search Request

- A statement of your information needs, usually written out on a request form. It presents your needs in a clear way, so it can be used by the NCE librarian to gather pertinent information for you.

Subject Heading

- See "Descriptor"

Tracings

- Words on the bottom of catalog cards that tell what subject headings were used to describe the book. May be used to locate additional books under alternate subject headings.

Union Catalog

- A catalog which lists the collections of more than one library, noting which library in the group owns the cited document.

LIBRARY RESEARCH PROCESS

Whether you need to locate a recipe for chocolate mousse or analyze the cost-effectiveness of computerizing a manufacturing process, the research process is the same.

Likewise, using a computer search and using a periodical index like the Readers Guide is the same process. You may not consciously think of each step of the process, but you do them just the same.

Step 1 Conceptualize the idea

You will already have selected a topic for your research when you begin this module. That's the hardest part!

Step 2 Analyze key concepts

Your topic, or problem, will generally contain several concepts. If you can, separate each concept and begin to think of synonyms, or related words, for each concept.

Example: effects of food additives on behavior of children.

CONCEPTS AND SYNONYMS

food additives	junk food	I
nutrition	diet	
eating habits	Feingold diet	
behavior		
hyperactivity		II
behavior modification		
personality		
child	teenagers	
children	youths	III
young adults	kids	
infants	babies	

In searching for information on this topic, it may be necessary to search each index under each of these words.

Step 3 Determine subject headings

Every periodical index, every card catalog, and every database has a standard list of subject terms that is used consistently throughout that particular index. They are not the same list from index to index, however.

Example: searching FOOD ADDITIVES

Readers Guide uses FOOD ADDITIVES
card catalog uses FOOD ADDITIVES
and EDIBLE COATINGS
ERIC documents use FOOD

To make certain that you are not missing important references, you must translate words into the official index terms of each source you use.

A thesaurus is a publication listing the vocabulary a particular index uses. For books in most libraries, Library of Congress Subject Headings is the thesaurus to consult.

Thesaurus of ERIC Descriptors is a vocabulary for the ERIC system of educational publications. It is becoming a standard reference tool in most libraries.

Unfortunately, most indexes do not publish a separate thesaurus. Instead, the user must use the trial-and-error method to determine if a certain term is used. Cross-references are used in these indexes.

Just because you can't find something in a particular index, don't give up! Try another term for the same thing and follow the cross-references. And don't forget to ask the librarian for help.

LIBRARY RESEARCH PROCESS, cont.

Step 4 Search indexes and databases

Thousands of specialized indexes are published which index hundreds of thousands of periodical articles. Other indexes abstract books and monographs. Government publications, pamphlets, non-print media, newspapers all have special indexes. Where do you begin?

The last section of this module outlines some of the most basic indexes in fields related to field-experience students. Begin by searching for your topic in some of these indexes.

Your librarian is the best source to refer you to other indexes in your field. In addition several reference books which outline other indexes are available in most libraries.

A computer database is simply an index that is stored in and manipulated by a computer. When your computer search is performed, the computer is actually searching for references under the words you have chosen, just as you would have done manually. Of course, the computer can do it much faster!

The computer also has another advantage: it can eliminate most irrelevant citations by crossing two or more concepts automatically. This is done by the librarian in setting up the computer search strategy.

Example: food additives and behavior



Assume the circles represent all periodical articles indexed in a particular database on FOOD ADDITIVES and BEHAVIOR. By inserting the "AND" com-

mand in our search strategy, you will only receive citations that are in both FOOD ADDITIVES and BEHAVIOR. You will not receive citations relating to how industry sprays additives onto food, nor on the behavior of apes in captivity.

When you are searching an index manually, your eyes and brain scan the list and quickly sort out irrelevant articles. The computer does this for you.

The computer can do something that a human cannot do: search multiple words, synonyms, at the same time.

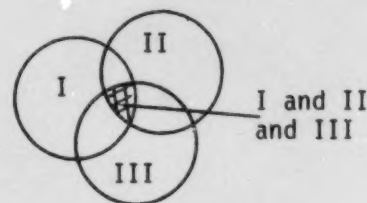
Example: effects of food additives on behavior of children (see previous page)

Concept I has 6 synonyms
Concept II has 4 synonyms
Concept III has 8 synonyms

All 18 words are typed into the computer and manipulated. Those citations that include words in all three categories will be produced for you.

Example:

- EATING HABITS and PERSONALITY and INFANTS
- NUTRITION and BEHAVIOR and CHILD



The computer is certainly a marvelous tool, but remember... not all indexes are available on computer yet. It is still necessary to perform manual searches in many significant indexes. Refer to the SOURCES Section of this Module to find out which ones are not included in your computer search.

LIBRARY RESEARCH PROCESS, cont.

Step 5 Locating publications

By now you will have a bibliography compiled from your computer printout and cards you wrote yourself in searching manually. You have identified the most relevant publications to your topic and you want to read those publications. You have several options:

1. Call NCE Reference Department Librarian at 256-1057 or 256-5150 Ext. 275 and give any staff member the bibliographic citation. If we have the publication in our libraries, the book or a copy of the periodical article will be mailed within 24 hours. If not, we will request an interlibrary loan, which may take a week, or several weeks, to reach you.

You are expected to pay 10¢ per page photocopy charge plus 50¢ per article for postage and handling. A bill will be mailed along with your copies.

The complete ERIC microfiche collection is housed at Evanston Campus library. Microfiche copies of copyright-free ERIC documents will be mailed to you for 50¢ per fiche; there is no additional postage charge. Paper copies of complete ERIC documents may be purchased from EDRS, P.O. Box 190, Arlington, VA 22210. Prices vary depending on length. An order form will be sent to you with your search.

2. Go to your local public library. The northern Illinois area has some of the best public libraries in the U.S., funded by state and local taxes. If your local library does not have a publication, they,

too, will request it through the interlibrary loan network.

Ask your public librarian to refer you to another public library that may be stronger in your subject field. Because of reciprocal borrowing agreements among public libraries in the area, you will be allowed to check out books from most any other public library.

3. Request an INFOPASS from the NCE librarian. This pass will allow you to get into almost any university or special library in the area. You will not be allowed to check out materials, but you may photocopy journal articles in most libraries.

It is important that you use the NCE library resources first before going to another private college or university library. Their staff and resources are primarily to serve their own students; NCE students should not expect the same services from other libraries as they do from NCE.

Ask the NCE librarians to refer you to libraries with the best collections to serve your needs.

4. Purchase photocopies of articles from commercial suppliers, such as ERIC and DIALORDER. Commercial suppliers charge from \$2 - \$10 and up for speedy article delivery. Ask your NCE librarian for more information on these services.

Dissertations sometimes can be borrowed from university libraries, but most libraries do not lend them. Instead, University Microfilms in Ann Arbor, Michigan, sells a microfilm copy for \$9.00; paper copies are \$18.00.

LIBRARY RESEARCH PROCESS, cont.

Step 6 Other sources of information

People are often the best resources. Don't overlook the personal interview with a person in your field as a resource.

Professional organizations can often provide information that may not be published anywhere. For example, an organization may have commissioned a special study or statistical compilation for their own use. If you appear knowledgeable and trustworthy, often this information will be shared. Organizations frequently have their own publications which are free or inexpensive.

To locate the name and address of professional organizations in your field, refer to the Encyclopedia of Associations, published by Gale Research. It is available in the Reference Dept. of most libraries; National College of Education College Library Centers in Evanston and Chicago have it. Call 256-5150, Ext. 275, or 621-9675 for assistance.

If you are writing to an organization, be clear and concise; indicate that you are a student and the topic of your research project. Be prepared to wait. In most cases, your wait will be worthwhile.

If you call an organization, sound professional. State your project briefly and why you believe the organization can help. Be sure to tell them your name and address.

LIBRARIES AS COMMUNITY RESOURCES

You may not realize it, but there are probably 10 libraries very near your home. Every school, college, community college and university has a library; most towns have a public library or are part of a consolidated library district; large corporations and businesses often have specialized libraries; churches, synagogues, and the Mayor's Office have libraries. Each library has materials to serve primarily its own clientele, but often librarians are willing to share materials and information with anyone seeking it. Libraries founded by tax dollars and other public support are generally more open to use by persons outside their clientele than those libraries whose funds come from private sources. Special libraries and private college and university libraries will rarely allow persons outside their clientele to check out materials.

CHOOSING A LIBRARY

National College of Education Division of Learning Resources

The Division of Learning Resources provides services and materials to support the academic programs at the College. These services are delivered through five centers on three separate campuses, unified under a single administrative structure adopted July 1, 1978.

The Director of Learning Resources has full-time administrative responsibility for delivering quality library and instructional media services and to encourage the development of appropriate instructional strategies throughout the undergraduate and graduate academic programs.

The current program provides resources and facilities to enable NCE faculty and students to conduct scholarly research and develop practical learning materials. In addition, the existing centers provide needed laboratory space that enables adults and children to demonstrate effective learning models.

The five centers are:

1. Evanston Campus College Library Center (CLC)
2. Evanston Campus Instructional Media Center (IMC)
3. Evanston Campus Demonstration School Library/Media Center (LMC)
4. Urban Campus Learning Resource Center (LRC)
5. West Suburban Campus Learning Resource Center (LRC)

PHYSICAL FACILITIES

The Evanston Campus College Library Center has been an established part

of the institution since its inception, known then as the Library. In 1969 the Library moved into spacious facilities in Sutherland Hall, easily accessible to students and faculty via the enclosed bridge between the two buildings. The new library contains 16,000 square feet in gross area on two floors with seating capacity for 181 and stack space for approximately 125,000 volumes.

The College Library Center consists of the following areas: Reference, Periodicals, Circulation, Main Stacks, Adult Fiction and Music Appreciation Room, Audiovisual Preview and Typing Room, N. Dwight Harris Rare Book Room, Teacher Resource Collection (curriculum and non-print resources), Technical Services, Administrative Offices, and the complete ERIC microfiche collection, 1965 to present.

The Instructional Media Center of National College of Education at the Evanston Campus is located in the northwest corner of the third floor of Harrison Hall. Available in this facility are a black and white television studio, audio studio, control room, graphic production area, circulation area for distribution of equipment and supplies, office and conference spaces, and equipment storage and repair room totaling approximately 4,785 square feet.

The Demonstration School Library Center is housed in the northeast corner of Sutherland Hall on the first floor level. It is physically separate from the parent College Library Center, encompassing approximately

elementary teaching materials. In addition, virtually millions of books and journal articles are accessible to our students from other libraries via inter-library loan networks.

Equipment. All audio-visual equipment utilized by the college is distributed and serviced through the Division of Learning Resources. The collections provided for students and faculty include: equipment for listening and viewing, such as 16 and 8 mm projectors, phonographs, slide projectors, tape recorders, video cassette and videotape recorders, filmstrip/tape recorders; equipment to produce audio-visual materials, such as cameras, copy-stands, laminators, dry mount presses, television cameras, professional audio recording equipment, transparency machines, lettering equipment; and miscellaneous equipment, such as typewriters, photocopiers, staplers, papercutters and microcomputers.

Human resources. The professional library/media staff actively reflects the philosophy that they are teachers, serving a vital instructional role in the college's education of students. Their expertise ranges from storytelling to computer-based literature searching, from television production to educational research, from bibliography to film-making. The diversity in staff is reflected in its age, sex, and multi-cultural background, resulting in a broad-based rapport with all NCE clientele. Each staff member is involved in in-service and professional growth activities to assure the best possible services for students.

In addition, the Division of Learning Resources actively participates in human resource sharing with other librarians via the extensive reference service networks, INFOPASS program, OCLC and Lockheed DIALOG computer based information retrieval.

2,300 square feet, including one small study/conference room which can be closed off and self-contained. Division of the open area into functional areas is accomplished by movable partitions, shelving and furniture. Reference books, audio-visual materials, children's books, basic media production equipment, listening and viewing equipment, TRS-80 microcomputer and resources for teachers are housed there.

The Urban Campus Learning Resource Center is located on the third floor of 18 S. Michigan in downtown Chicago in a newly remodeled area approximately 5,260 square feet. Included in the LRC are adult reference books, periodicals, circulating books, curriculum books and audio-visual materials, media production equipment and supplies, reading laboratory and office spaces.

The West Suburban Campus Learning Center is located at the campus in Lombard (a former elementary school) in the previous school library which contains approximately 1,050 square feet. Basic library shelving, card catalog, and minimal library furniture was retained for college student use. Still in its infancy, the LRC has the complete ERIC microfiche collection from 1975 to date, consisting of approximately 100,00 titles.

STAFF

The Division of Learning Resources staff consists of the Director of Learning Resources at the doctoral level, seven

professional librarians and media specialists with a minimum of a master's degree, one professional assistant to the Director and nine para-professionals with a minimum of bachelor's degree, and approximately 6 FTE student assistants.

RESOURCES AND SERVICES

To demonstrate a philosophy of services more comprehensive than a traditional library philosophy, the name "learning resources" reflects print and non-print materials, audio-visual listening, viewing and production equipment, microcomputers, and people who help integrate materials and equipment into learning for our clientele. This clientele include children from ages 3-14, Demonstration School teachers, undergraduate and graduate students both on and off campus, College faculty, College administration and staff.

Materials. The collections contain approximately 120,000 books in liberal arts and educational research fields, including child psychology, early childhood education, special education, elementary teaching methods, bilingual elementary education, and higher education; 15,000 children's books; 200,000 documents in the ERIC microfiche collections; 600 journals; 30 indexes; 7,000 elementary curriculum textbooks; 10,000 pieces of non-print media including records, filmstrips, kits, videotapes, 16 and 8 mm films, posters, audiotapes, slides, and educational games suitable for use as

OTHER LIBRARIES

Public Libraries. This type of library has the convenience of accessibility and the ease of getting a library card. Because it is meant to serve all community information needs, its collection (unless it is a large metropolitan or city library) is likely to give general coverage to all topics and in-depth attention to only a few. But your public library is likely to have the basic reference books, standard texts, and journal indexes which will get you started on your research. In addition, all Ill. public libraries are now a part of library systems or networks. Therefore, they can take advantage of their system's services in order to offer you better service. For instance, the public library may be able to obtain a book for you from another library in the system. A list of libraries in the Chicago metropolitan area is included to help you in your research.

Academic Libraries. Every community college, college and university has a library for the support of its instructional programs. Generally, these contain more specialized information than the average public library, although this does vary. The higher the degrees offered by the school, the more research-oriented and in-depth its library collection is likely to be. If you have a choice of academic libraries in your area, it would be wise to determine which college has a strong instructional department in your general subject area, for this strength will be reflected in its library collection and you will have a good research source. Most college libraries will permit N.C.E.

students to use their collection but you will not be permitted to check out materials.

It is important to use another college library only after you have fully exhausted the resources of N.C.E.

If you wish to use an academic or college library near you or in your subject field, contact the N.C.E. reference librarian who will then issue you an Infopass. The librarian can also help you identify which libraries that are convenient to you may specialize in your research topic subject.

If you locate a book in an academic library which you are unable to take out there, contact the N.C.E. reference librarian who will obtain the book for you on interlibrary loan.

Special Libraries. Many private corporations and public agencies maintain libraries in their areas of interest. These collections may not be large, but they give excellent coverage to special areas. An example of a public agency library is the law library found in most county courthouses. These law libraries also contain government administrative codes and court decisions, as well as local, state and federal legislation and law review journals. Legal literature is organized in a unique way, with its own citation formats and search methods. Other county departments, such as public health and probation, may also have collections for their staff which you may find

useful in doing your research. Another possible source to tap is a law library in a large law firm if you need technical law information. These libraries may be open to you if the NCE reference librarian makes the arrangements for you. You will be issued an Infopass if the special library requires one.

SEEKING GRANTS AND GIFTS

An excellent special library that is available to NCE students is the Donors Forum of Chicago Library (see next page.) This library maintains an excellent collection of publications on foundations which give money to Chicago and Illinois agencies. Tips on grantwriting and pleasant, helpful service are plentiful there. Be sure to call ahead for the best service: 726-4877.

DONORS FORUM OF CHICAGO

208 South LaSalle Street, Chicago, Illinois 60604, (312) 726-4877, Library: 726-4882

Eleanor P. Petersen, President

Susan Levy, Librarian
Joyce Nevins, Assistant Librarian

DONORS FORUM OF CHICAGO LIBRARY

The Donors Forum of Chicago is a cooperative association of grantmakers in the Greater Chicago Metropolitan Area. Its members include over 110 private foundations and corporate foundations and giving programs. The Donors Forum administers a special library on philanthropy and funding which is affiliated with the Foundation Center in New York.

ACCESS: The Donors Forum Library is open to the public without charge.

HOURS. Monday-Friday, 9:00 a.m.-4:00 p.m.

ADDRESS: 208 South LaSalle Street, Room 600, Chicago, IL 60604
Phone: 726-4882

HOLDINGS: Special collection on philanthropy and private funding. Foundation Directories, Grants Lists, Foundation Annual Reports. Tax Returns of all private foundations in 7 Midwest States plus 700 major national foundations. Files on non-profit organizations in Metropolitan Chicago. Technical Assistance materials--books and files on providers.

SERVICES: Reference use only, no borrowing. No telephone reference. Microfilm copier available at 25¢ per page; Xerox available in building.

ORIENTATIONS: For self-organized groups of 6-12 persons from different agencies, Monday-Friday, 10:00 a.m.-2:00 p.m. By appointment only.

SEMINARS AND WORKSHOPS: "Dialogues With Donors" held monthly (except summer). Workshops on Proposal Writing for small agencies held quarterly. Send name and address to receive mailings.

PUBLICATIONS: Corporate Giving in Chicago 1980 - \$5.00 (\$6.00 by mail); CAN-DO II Technical Assistance Guide - \$5.00 (\$6.00 by mail).

The Library also has available for sale some basic materials in fund-raising and philanthropy by other publishers including Grantsmanship Center reprints.

LIST OF CHICAGO-AREA LIBRARIES

Reprinted from Libraries and Information Centers in the Chicago Metropolitan Area. Second edition. Chicago: Illinois Regional Library Council, 1976, pages 511-515.

ADDISON

Addison Public Library

ALGONQUIN

Algonquin Area Public Library District

ANTIOCH

Antioch Township Library

ARCONIE

Argonne National Laboratory

ARLINGTON HEIGHTS

* Arlington Heights Memorial Library -

AURORA

EDUCATION

Aurora College

Aurora Public Library

BARRINGTON

Barrington Area Library

BATAVIA

Fermi National Accelerator Laboratory

BELLWOOD

Bellwood Public Library

BENSENVILLE

Bensenville Community Public Library

BELEVUE

Mac Neal Memorial Hospital

BLUE ISLAND

Blue Island Public Library

BOLINGBROOK

Fountaindale Public Library

BRIDGEVIEW

Bridgeview Public Library

BROOKFIELD

Chicago Zoological Park

BUFFALO GROVE

Indian Trails Public Library District

BURBANK

South Stickney Public Library District

CHICAGO - LOOP

(North to Chicago River, West to Canal
Street, East to the Lake, South to the
Eisenhower Expressway)

American Conservatory of Music

Art Institute of Chicago

Arthur Andersen & Company

Baker & McKenzie

Bank Marketing Association

Blue Cross-Blue Shield

Booze, Allen & Hamilton

CNA Financial

Canadian Consulate General

Central YMCA College

Chadwell, Kayser, Ruggles, McGee &
Hastings

Chicago Board of Education

Chicago Board of Trade

Chicago Conservatory College

Chicago Municipal Reference Library

Chicago Public Library

Commonwealth Edison

Continental Illinois National Bank

Cook County Law Library

DeLeuw, Cather & Company

DePaul University, Lewis Center Library

DePaul University, Law Library

Donor's Forum of Chicago

Erick and Lavidge

Federal Reserve Bank of Chicago

First National Bank of Chicago

Greeley and Hansen

Harris Trust and Savings Bank

ISD Incorporated

Inland Steel Company

Institute of Psychoanalysis

Jewish Vocational Service

Kirkland & Ellis

Loop College

Lord, Bissell & Brook

McDermott, Will & Emery

Marsteller

Mayor's Office for Senior Citizens Midwest

Stock Exchange

Morton-Norwich Business Library

National Dairy Council

Northeastern Illinois Planning Commission

Northern Trust Company

Peoples Gas, Light, and Coke

Price Waterhouse

Real Estate Research Company

Robert H. Hayes and Associates

Roosevelt University

* Certain larger public libraries in the North Suburban Library System have special strengths in a single subject area.

Sargent & Lundy
Sears, Roebuck and Company
Sonnenschein, Carlin, Nath & Rosenthal
Standard Educational Corporation
Standard Oil Company (Indiana)
Stein Roe and Farnham
Technomic Research Associates
U.S. Circuit Court of Appeals
U.S. Department of Commerce
U.S. Department of Labor
U.S. Environmental Protection Agency
U.S. G.S.A. Federal Information Center
U.S. Office of Education
U.S. Securities and Exchange Commission

CHICAGO - NEAR NORTH

(North to Division, West to the Chicago River, East to the Lake, South to the Chicago River)

Aero-Space Institute
American Hospital Association
American Library Association
American Medical Association
American Osteopathic Association
Associated College of the Midwest
Chicago Department of Human Resources
Chicago Historical Society
Chicago Sun-Times/Daily News
Chicago Transit Authority
Chicago Tribune
Encyclopedia Britannica
Field Enterprises
Illinois College of Podiatric Medicine
Illinois Regional Library Council
International Harvester
Library of International Relations
Loyola University, Law Library
Loyola University, Lewis Towers Library
Marquis Who's Who, Inc.
Metropolitan Sanitary District
Moody Bible Institute
National Association of Blue Shield Plans
National Association of Realtors
National Safety Council
Newberry Library
Northwestern Memorial Hospital
Northwestern University Dental School
Northwestern University Law School
Northwestern University, Archibald Church Medical Library
Northwestern University, Joseph Schaffner Library
Playboy Enterprises
Super Market Institute
J. Walter Thompson
U.S. Railroad Retirement Board
Urban Investment and Development
Velsicol Chemical Company

CHICAGO - NORTH

(North to Irving Park, West to Damen, East to the Lake, South to Division)

Children's Memorial Hospital
DePaul University, Lincoln Park Campus
Grant Hospital of Chicago
Illinois Masonic Medical Center
Saint Joseph Hospital

CHICAGO - FAR NORTH

(North to City Limits, West to Damen, East to the Lake, South to Irving Park)

Chemetron Corporation
Chicago Academy of Sciences
Edgewater Hospital Medical Library
Louis A. Weiss Memorial Hospital
Loyola University of Chicago
Mayfair College
Mundelein College
North Park College
Northeastern Illinois University

CHICAGO - NEAR WEST

(North to Division, West to Damen, East to Canal Street and the Chicago River, South to Cermak)

Central States Institute of Addiction
Health and Hospitals Governing Commission, Cook County
National Easter Seal Society
Rush Medical College
U.S. Veterans Administration, West Side Hospital
University of Health Sciences/Chicago Medical School
University of Illinois at Chicago Circle
University of Illinois at the Medical Center

CHICAGO - WEST

(North to the City Limits, West to City Limits, East to Damen, South to the City Limits)

Association of School Business Officials
Felician College
Helene Curtis Industries, Inc.
Loretto Hospital
Nalco Chemical Company
Swedish Covenant Hospital
Zenith Radio Corporation

CHICAGO - NEAR SOUTH

(North to the Eisenhower Expressway, West to Canal, East to the Lake, South to Cermak)

Beatrice Foods Company
Field Museum of Natural History
John G. Shedd Aquarium
John Marshall Law School
Johnson Publishing Company
Spertus College of Judaica
U.S. Department of Agriculture

CHICAGO - SOUTH

(North to Cermak, West to Damen, East to the Lake, South to 79th Street)

Balzekas Museum of Lithuanian Culture
Catholic Theological Union
Center for New Schools
Chicago Cluster of Theological Schools
Center for Research Libraries
Chicago College of Osteopathic Medicine
Chicago Theological Seminary
Continental Can Company Technical Center
Erikson Institute of Early Education
Holy Cross Hospital
Illinois College of Optometry
Illinois Institute of Technology
Institute of Gas Technology
Jesuit School of Theology in Chicago
John Crerar Library
Joint Reference Library
Kennedy-King College
Lutheran School of Theology
McCormick Theological Seminary
Meadville/Lombard Theological Seminary
Museum of Science & Industry
Mercy Hospital
U.S. G.S.A. Federal Archives and Records Center
University of Chicago
University of Chicago; Industrial Relations Center
University of Chicago; National Opinion Research Center
VanderCook College of Music
Walter C. McCrone Associates, Inc.

CHICAGO - FAR SOUTH

(North to 79th Street, West to Damen, East to the Lake, South to the City Limits)

Chicago State University
Libby, McNeil & Libby
Olive-Harvey College
Roseland Community Hospital
Saint Xavier College

CHICAGO HEIGHTS

Chicago Heights Free Public Library
Prairie State College

CHICAGO RIDGE

Chicago Ridge Public Library

CLARENDON HILLS

Clarendon Hills Public Library

COUNTRY CLUB HILLS

Country Club Hills Public Library District

CRYSTAL LAKE

McHenry County College

DEERFIELD

Hewitt Associates
Trinity College
Trinity Evangelical Divinity School

DEKALB

DeKalb Public Library
Northern Illinois University

DES PLAINES

American Foundrymen's Society
Borg-Warner Corporation
DeSota, Inc.
Des Plaines Public Library
Searle Analytic, Inc./Searle Radiographics, Inc.
UOP, Inc.

DOLTON

Dolton Public Library

DOWNERS GROVE

Downers Grove Public Library
George Williams College

DOWNEY

U.S. Veterans Administration Hospital

DUNDEE

Dundee Township Library

EAST CHICAGO, IN.

Inland Steel Research

ELGIN

Elgin Community College
Gail Borden Public Library
Judson College

ELK GROVE VILLAGE

Elk Grove Village Public Library

ELMHURST

Elmhurst College
Elmhurst Public Library
York Community High School

ELMWOOD PARK

Elmwood Park Public Library

EVANSTON

Barton-Aschmann Associates, Inc.

* Evanston Public Library - ART

Kendall College
National College of Education
Northwestern University
Rust-Oleum Corporation
Saint Francis Hospital
Whole Earth Center

EVERGREEN PARK

Evergreen Park Public Library

FLOSSMOOR

Flossmoor Public Library

FOREST PARK

Forest Park Public Library

FORT SHERIDAN

U.S. Dept. of the Army, Ft. Sheridan Post Library

FRANKLIN PARK

Franklin Park Public Library District

FREEPORT

Freeport Public Library

- GENEVA**
DuPage Library System
Geneva Township Public Library
- GLEN ELLYN**
Chicago Mountaineering Club
College of DuPage
Glen Ellyn Public Library
Lewis University, College of Law
- GLENCOE**
Glencoe Public Library
- GLENVIEW**
* Glenview Public Library - HEALTH AND
Kraftco Corporation DOMESTIC SCI.
Scott, Foresman and Company
- GLENWOOD**
Glenwood Public Library District
- GRAYSLAKE**
College of Lake County
- GURNEE**
Warren-Newport Public Library District
- HARVEY**
Harvey Public Library
- HIGHLAND PARK**
Highland Park High School
Highland Park Public Library
- HINES**
U.S. Veterans Administration Hospital
- HINSDALE**
Hinsdale Public Library
Hinsdale Sanitarium and Hospital
Suburban Audio-Visual Service
Suburban Library System
- HOMETOWN**
Hometown Public Library
- HOMEWOOD**
Homewood Public Library
- JOLIET**
Bur Oak Library System
College of Saint Francis
International Fabricare Institute
Joliet Junior College
Joliet Public Library
Saint Joseph Hospital
- LA GRANGE**
La Grange Public Library
- LAKE FOREST**
Barat College
Lake Forest College
Lake Forest Library
- LAKE ZURICH**
Dearborn Chemical Company
Ela Area Public Library District
- LEMONT**
DeAndreis Seminary
- LENA**
Lena Community District Library
- LIBERTYVILLE**
Cook Memorial Public Library District
- LISLE**
Illinois Benedictine College
Morton Arboretum
- LOCKPORT**
Lewis University
Lockport Township Library
- LOMBARD**
Helen M. Plum Memorial Library
National College of Chiropractic
- LONG GROVE**
Kemper Insurance
- MC COOK**
Armak Company
- MAYWOOD**
Loyola University Medical Center
- MELROSE PARK**
Alberto Culver Company
- MIDLOTHIAN**
Bremen High School
- MOKENA**
Mokena Community Public Library District
- MORTON GROVE**
Crane Packing Co.
* Morton Grove Public Library - PHILOSOPHY &
North Suburban Library System, Central PSYCH.
Serials Service
Oakton Community College
Travenol Laboratories
- MOUNT PROSPECT**
Mount Prospect Public Library
- MUNDELEIN**
Fremont Public Library District
Fremont School District 79
- NAPERVILLE**
Bell Telephone Laboratories
Naperville Central High School District
Nichols Library
North Central College
Standard Oil Company (Indiana) Central
Research Library
- NILES**
GATX Corporation
Niles Public Library District
- NORTH CHICAGO**
Abbott Laboratories
North Chicago Public Library
- NORTHBROOK**
* Northbrook Public Library - ARCHITECTURE
- NORTHFIELD**
SCIENCE & TECHNOL.
New Trier High School West
- NORTHLAKE**
GTE Automatic Electric Laboratories
Northlake Public Library District
- OAK BROOK**
Bethany and Northern Baptist Theological
Seminaries
Chicago Bridge and Iron
Swift & Company

OAK LAWN

Christ Hospital
Evangelical School of Nursing
Oak Lawn Community High School
Oak Lawn Public Library

OAK PARK

Oak Park Public Library

OTTAWA

Starved Rock Library System

PALATINE

Palatine Public Library District
William Rainey Harper College

PALOS HILLS

Moraine Valley Community College

PARK FOREST

Park Forest Public Library

PARK FOREST SOUTH

Governors State University

PARK RIDGE

Lutheran General Hospital
Park Ridge Public Library

PLAINFIELD

Plainfield Community Consolidated Schools

PROSPECT HEIGHTS

Prospect Heights Public Library

RIVER GROVE

River Grove Public Library
Triton College

RIVER FOREST

Concordia Teachers College
River Forest Public Library
Rosary College

RIVERSIDE

Riverside Public Library
Riverside-Brookfield Township High School

ROCKFORD

Northern Illinois Library System

ROLLING MEADOWS

Chemplex Company
Rolling Meadows Public Library

ROMEovILLE

Fountaindale Public Library

ROSELLE

Roselle Public Library

ROSEMONT

Dairy Research, Inc.
National Dairy Council

SAUK VILLAGE

Sauk Village Public Library District

SCHAUMBERG

Motorola Communications Division
* Schaumburg Township Public Library

SCHILLER PARK

Schiller Park Public Library

SKOKIE

Brunswick Corporation
Portland Cement Association
Rand McNally & Company
G.D. Searle & Company
* Skokie Public Library - AMER. & ENG.

SOUTH BELOIT LITERATURE

South Beloit Public Library

SOUTH CHICAGO HEIGHTS

Steger-South Chicago Heights Public
Library District

SOUTH HOLLAND

Thornton Community College

SPRINGFIELD

Illinois State Library

SUGAR GROVE

Sugar Grove Township Library
Waubonsee Community College

SUMMIT

Summit-Argo Public Library

THOMSON

York Township Public Library

TINLEY PARK

Tinley Park Mental Health Center

VILLA PARK

Willowbrook High School

WAUKEGAN

* Waukegan Public Library - CURRENT SOCIAL
CONDITIONS

WEST CHICAGO

West Chicago Public Library

WESTERN SPRINGS

Lyons Township High School
Thomas Ford Memorial Library

WHEATON

Theosophical Society of America
Wheaton College
Wheaton Public Library
Wheaton-Warrenville Public Schools

WHEELING

Indian Trails Public Library District
North Suburban Library System

WILMETTE

Chicago Audubon Society
Mallinckrodt College
Wilmette Public Library District

WINNETKA

New Trier High School East
Winnetka Public Library District

WOODSTOCK

Morton-Norwich Woodstock Center
Woodstock Public Library

ZION

Westinghouse Nuclear Training Center

BUSINESS &
ECONOMICS

ERIC MICROFICHE and GOVERNMENT DOCUMENTS

ERIC MICROFICHE COLLECTION beginning date	GOVERNMENT DOCUMENTS COLLECTION beginning date	INSTITUTION/LIBRARY	LOCATION
1966+	1876+	Chicago Public Library	Chicago
1966+	1954+	Chicago State University	Chicago
1978+	no	College of Lake County	Grayslake
1966+	no	Concordia Teachers College	River Forest
no	1909+	Crerar Library	Chicago
no	1975+	DePaul Univ. - Lincoln Park Campus	Chicago
no	1963+	Field Museum of Natural History Library	Chicago
1966+	1974+	Governors State University	Park Forest South
no	1911+	Illinois Benedictine College	Lisle
no	1962+	Lake Forest College	Lake Forest
no	1952+	Lewis University	Lockport
1967+	1966+	Loyola University	Chicago
1968-1976	1972+	Moraine Valley Community College	Palos Heights
1966+	no	NATIONAL COLLEGE OF EDUCATION	Evanston
no	no	NATIONAL COLLEGE OF EDUCATION	Chicago
1975+	no	NATIONAL COLLEGE OF EDUCATION	Lombard
1966+	1961+	Northeastern Illinois University	Chicago
1966+	1960+	Northern Illinois University	DeKalb
1966+	1876+	Northwestern University	Evanston
no	1963+	Oak Park Public Library	Oak Park
no	1976+	Oakton Community College	Des Plaines
no	unknown	Rockford Public Library	Rockford
no	1966+	Rosary College	River Forest
1966+	1897+	University of Chicago	Chicago
1970+	1957+	Univ. of Illinois Chicago Circle	Chicago
no	1964+	Wheaton College	Wheaton

USING A LIBRARY

Getting Acquainted with the Library

You will save yourself a great deal of time if you investigate the library's basic geography first, instead of making a new search each time you want something. Every library consists of several basic parts: the card catalog or computer-based catalog on microfilm, the information desk, the book stacks, the periodical stacks, special collections, and the reference department. However, no two libraries have the same floorplan or arrangement. Check for a map in the foyer or at the information desk. This is especially important in a very large library which may be divided by subject areas. You don't want to waste your time in the general collection if there is a special collection on your subject elsewhere.

While you are at the information desk, it is a good idea to scan any brochures the library has on display. They may note special collections, service hours, etc. Many libraries also offer their own orientation programs in the form of tours, multimedia packages or pamphlets. If you plan to spend a great deal of time in that library, an orientation session may be very beneficial. It may also serve as a refresher course on library use.

You should also establish your privileges as a user of the library. Aside from the question of checking out materials, it may make a difference to your research style whether the library's

book stacks are open or closed. Open stacks are the usual case, where you may scan the shelves and make your own selections. If the stacks are closed, you may not browse. You must make all of your selections from the card catalog, fill out request slips, and wait for a clerk to bring the books out to you.

Knowing where things are in a library is important, but browsing or wandering can sometimes serve a purpose. Even the most experienced researchers "stumble across" valuable information at times. Taking a little time to scan the titles on a shelf or to flip through a magazine may turn up a valuable new lead.

Card Catalog

The heart of every library is the card catalog which may be thousands of 3X5 index cards, or more recently, a computer terminal or computer-based microfilm catalog, located near the main entrance of the library. An explanation of the use of the catalog is contained in the next section.

Book Stacks

The non-fiction books are arranged on the shelves by subject, according to either the Dewey Decimal or the Library of Congress (LC) classification scheme. (See "Locating the Books on the Shelves", p.32). Be sure to copy down the complete call number to make finding the book on the shelf easier. Remember that it will be a different call

number in different libraries; the number will be similar but you will have to check the card catalog in each library to check the call number for that book.

Periodical Stacks

Magazines and journals are usually arranged alphabetically by title. Older issues may be bound together or shelved in another part of the library. In some libraries, journals may be checked out whereas in others, they do not circulate. At the N.C.E. libraries, the journals do not circulate but there are copy facilities to aid you in your research. Newspapers may be included in this collection or held in a separate room. Back issues of newspapers and periodicals may be on microfilm or on microfiche.

No matter how large a library you are using, it may not have the particular journal or newspaper article you need. The NCE librarian can refer you to a library that has it, or you may request it through interloan.

Special Collections

Because they need special handling or special research techniques, some types of materials are usually separated from the main library collection. These include rare books, government documents (federal, state and local), and microform collections. Such collections are staffed with personnel to help you with the intricacies of their use.

The Reference Room

This is usually the study area of the library, where there are tables

for your use. It is also the entry point into the entire collection, since it contains the card catalog - your guide to the book collection - and the journal indexes, which allow you to locate periodical articles. These two important tools will be discussed in later sections. Of immediate interest are the other resources of the room - the reference books.

These are the non-circulating materials which provide general information (dictionaries, encyclopedias, digests) and quick details (collections of statistics, directories, and handy compilations like the Guinness Book of World Records).

There is a large collection of general-subject reference books, such as the Encyclopaedia Britannica, Webster's Dictionary, and Statistical Abstracts of the United States. But almost every subject discipline has a complete set of reference materials of its own. There is, for example, an Encyclopedia of Education, a Dictionary of Sociology, an American Political Directory, a Business Periodicals Index, and many more. If you are interested in finding what additional materials are available in your field, you can check one of the published guides to reference books. One of the most common is "Winchell's" (Guide to Reference Books by Constance Winchell, 8th ed., Chicago: American Library Association, 1967 plus supplements).

A detailed discussion of the types of reference books available, the kinds of information contained in each, and how each is to be used, can (and does) take up volumes. Generally, a reference book has

an obvious format or contains an introductory section on how to use it. The table of contents and/or index will help you to determine whether the book contains information on your topic. The basic types of reference books you may wish to use are:

Encyclopedias - As mentioned above, these may be general in scope or specific to a subject area. An encyclopedia will give you an overview on a topic and often some additional sources of information in the form of a bibliography.

Dictionaries - Subject dictionaries, such as the Dictionary of Sociology define the terminology of a field as it is used by practitioners. There are also works called dictionaries which are actually "fast fact" references; e.g., the Dictionary of American Biography.

Almanacs, Yearbooks, Handbooks - These compilations are designed to provide specific facts quickly or to serve as current updates to encyclopedias. Like encyclopedias, they may be general in scope or specific; the articles may be brief or in-depth. Some serve as a current-awareness service; e.g., Facts on File; A Weekly World News Digest. Others are compilations of statistics or practical guides to a subject field.

Indexes and Digests - Aside from the current periodical indexes which will be discussed separately, there are several sources which will guide you into books, as well as periodicals, or provide you with a summary of content.

Information Systems/Data Bases - Similar in intent to indexes and

digests, these services were first designed to control the mammoth literature produced in the sciences and have now spread to the social sciences. They provide not only a citation to a certain article, but also an abstract(summary) of its content. Some of the most familiar examples of information systems are:

- ERIC (education)
- Psychological Abstracts (psychology)
- BIOSIS (biology)
- Dissertations Abstracts/DATRIX Computer File (doctoral theses on all subjects)

The coverage of these systems vary. Some index only journal literature. Others cite books and monographs as well, while a few such as ERIC, Dissertation Abstracts and NTIS actually create special collections of the literature in their field and make available for purchase the materials cited in their catalogs.

These systems are on magnetic tape for computer searching, and they also print monthly catalogs for hand searching.

Searching an abstract service is quite similar to searching a journal index, with a few variations of indexing style and ways of locating materials. These will be discussed as part of the section on searching journal indexes.

Directories - Aside from the telephone book, there are many directories of schools, businesses,

personnel in professional associations, etc. They can provide not only with phone numbers for contact purposes, but also with such esoteric pieces of information as the names of all schools in a given city, a list of experts in a certain field, or the number of companies which provide a certain product. Some directories include not only the addresses, but also details about the people or institutions they cite. A Guide to American Directories by Gale Research Company may help you locate the directory you need.

Maps, Atlases, Gazeteers - These are your sources for geographic information of all kinds - locations, climate variations, population distributions, political boundaries (both current and historical). Major atlases will be held in the reference room, but many libraries also have special sections for their map collections.

The reference room contains one more very important source of information - the reference librarian. He or she is behind the desk solely to help you by answering quick "fact" questions, by helping you to locate specific materials, or by advising you on research strategies. It is common knowledge among librarians that the most frequently asked question at the reference desk is "Where is the restroom?" So, if you have a research problem - ask. The librarian will probably be happy to hear a new question.

SUGGESTIONS FOR THE SEARCH PROCESS

Keep the Full Research Process in Mind - Research style is a matter of personal reference, but if you keep in mind what has been done and what still needs doing, you can organize your time more efficiently and not repeat your step unnecessarily. The basic steps in the research process are:

1. Define your search topic.
2. Gain a general overview and perspective.
3. Decide how your topic should be searched - the reference tools, indexes and subject headings needed.
4. Locate references to likely documents.
5. Locate the documents.
6. Scan the documents to gauge their usefulness to you.
7. Read and take notes on your selected sources.
8. Repeat steps two through seven if a new topic has appeared to you in your research.

Go to the Library with a Definite Purpose in Mind - Know which topic you intend to work on and what tasks you hope to accomplish.

Have with you all the materials you will need - supplies, previous notes and lists of materials you plan to check.

Be Open to New Directions - Without getting completely off-course, taking a little extra time to scan "marginal" materials may turn up a valuable new lead for you. This may involve reading titles on the

shelves or trying a few extra index terms. If you have selected a journal issue for a specific article it contains, you might glance at the other articles in the issue.

Journal issues are frequently organized around theme-of-the-month so that other articles in the same issue may also be of interest.

Ask the Librarian for Help - If you are lost, confused, frustrated, or can't find something you want, don't hesitate to ask for help from the librarian. This is what he or she is there for.

Think of Alternative Search Strategies and Sources - Different sources will give varying amounts of coverage to a topic. This most "logical" source may or may not present information in a form that is useful to you at the moment, or it may give less (or more) detail than you need.

Think of likely synonyms for your chosen subject headings. Different indexes may categorize the same document in different ways. For example, if your topic is 'Exercise does Affect Longevity', (particularly in older people) you need to look under 'Geriatrics', 'Aged and Aging', 'Physical Fitness', and 'Senior Citizens'. Experiment with different phrasings of your search concept until you find the ones that get results in that index.

Evaluate Your Results as You Go - Are the subject headings you have chosen pulling out the type of citations you want? Does your source cover your topic well enough? Is it easy to use? No

one source or book is necessarily the right one. If you are not getting the information you want from it - switch.

Cover All Section of Your Sources - Many indexes and reference works come in periodic installments, each different from the others. Be sure you have checked all the cumulated volumes and supplements for the time period you intend to cover.

Take Careful and Complete Notes - The best time to get the full citation to a book or journal article is the first time you encounter it, usually in the card catalog or in a periodical index. You will need the full citation not only for your bibliography and footnotes, but also for an interlibrary loan request. It will slow your work considerably if you have to relocate your original source to get complete information later.

Make sure all quotations are accurate.

If you make use of symbols or abbreviations in your notes, be sure that they are not ambiguous and that you will remember their meanings months from now when you are writing your report.

Additional information on taking notes, reading and interpreting literature, and preparing a bibliography is included in the PROJECT MODULE.

SEARCHING FOR BOOKS

Card Catalog

The card catalog is the main entry point in every library since it contains a bibliographic record of every book and non-print item the library possesses. A few libraries publish their catalog in book forms; others have converted to a computerized and/or microform version. The most common system, however, is still the card catalog where separate entries on 3x5 cards are arranged alphabetically in file drawers.

Card catalogs vary in their organization. Some different types are listed below:

- Dictionary catalog
Author, title and subject cards are interfiled in one alphabet.
- Divided catalog
Separate card files for subjects, authors, and titles. Generally easier to locate subjects in this type than dictionary catalog; book titles having the same title as a subject heading may not appear, however. Be sure to check both files.
- Union catalog
Lists holdings of more than one library or branch library. Be sure to note the "location" indicated on the catalog card, as well as the call number; the book you are seeking may not be housed at the library you are in.

The NCE librarian, or local librarian, can quickly explain the use of the card catalog to you. Just ask for help.

Collecting Citations from the Card Catalog

When you have located an interesting item, there are definite pieces of information you should write down. (If you are looking at a title or subject card and some of the information seems to be missing, check the author card, which always contains more complete information.)

The Call Number - Copy the entire code which appears in the upper left of every catalog card; you will need it to locate a book. A sample of a complete call number will look like this:

Main	Juv.
Ref	398.6
LB	S576ar
23	c.2
P37t	

Simply copying the first line of the call number is not enough; all lines are essential to locate a book.

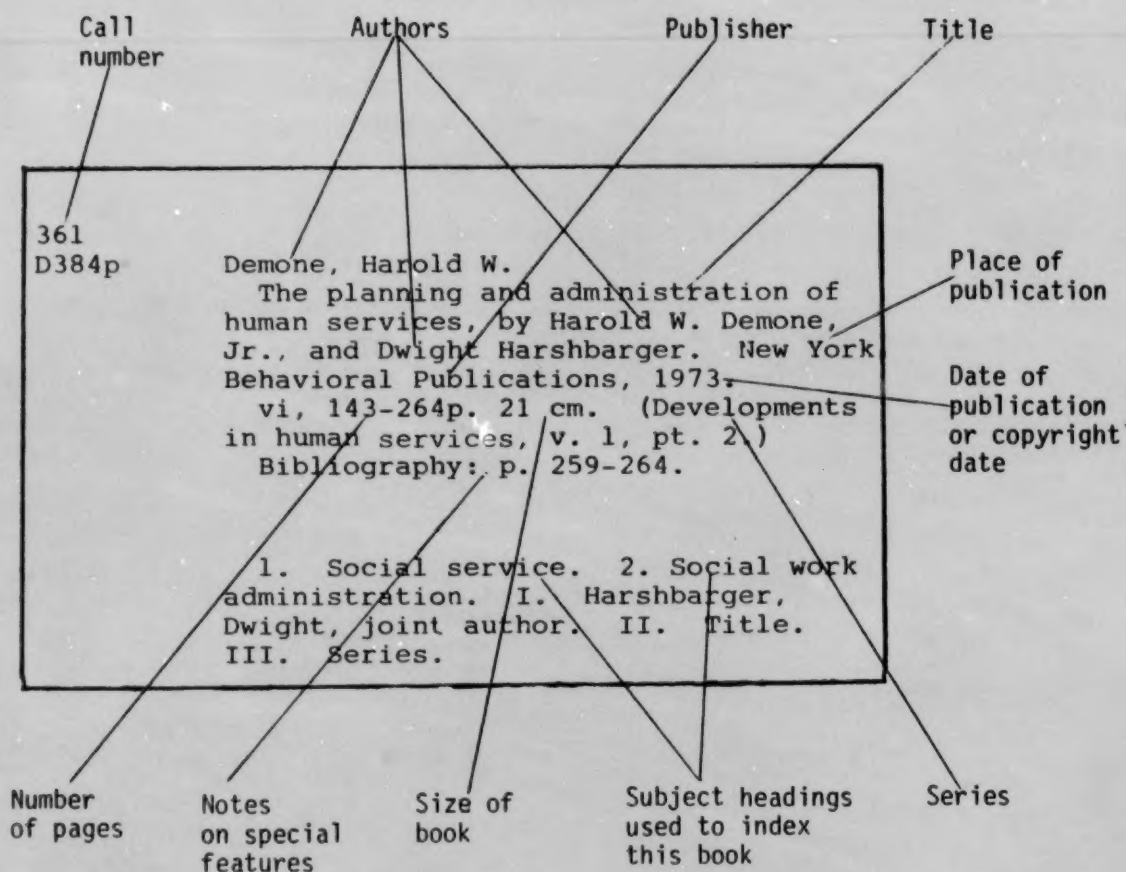
The Full Bibliographic Citation

The catalog card clearly lists all information needed for you bibliography, such as author, title, publication date and place, name of publisher, copyright date, series, etc. Examine the sample cards shown on the following pages.

SEARCHING FOR BOOKS, continued

A sample of a "main entry" card is reproduced below. In most cases, the main entry card will be filed under the author's name. If no author is listed for the book, the main entry will be the title card.

Libraries with computer-produced book or microform catalogs have not shortened the information included on a catalog card; the same information is simply stored in and manipulated by the computer. Each entry will contain exactly the same information as shown below.



NOTE: Subject headings on the author card can lead you to additional related materials.

SEARCHING FOR BOOKS, continued

TITLE
CARD

The planning and administration of
human services

361
D384p

Demone, Harold W.
The planning and administration of
human services, by Harold W. Demone,
Jr., and Dwight Harshbarger. [New York,
Behavioral Publications, 1973]
vi, 143-264 p. 21 cm. (Developments
in human services, v. 1, pt. 2.)
Bibliography: p. 259-264.

SOCIAL WORK ADMINISTRATION.

361
D384p

Demone, Harold W.
The planning and administration of
human services, by Harold W. Demone,
Jr., and Dwight Harshbarger. [New York,
Behavioral Publications, 1973]
vi, 143-264 p. 21 cm. (Developments
in human services, v. 1, pt. 2.)
Bibliography: p. 259-264.

SOCIAL SERVICE.

361
D384p

Demone, Harold W.
The planning and administration of
human services, by Harold W. Demone,
Jr., and Dwight Harshbarger. [New York,
Behavioral Publications, 1973]
vi, 143-264 p. 21 cm. (Developments
in human services, v. 1, pt. 2.)
Bibliography: p. 259-264.

SUBJECT
CARDS

Harshbarger, Dwight, joint author.

361
D384p

Demone, Harold W.
The planning and administration of
human services, by Harold W. Demone,
Jr., and Dwight Harshbarger. [New York,
Behavioral Publications, 1973]

Developments in human services, v. 1,
pt. 2.

361
D384p

Demone, Harold W.
The planning and administration of
human services, by Harold W. Demone,
Jr., and Dwight Harshbarger. [New York,
Behavioral Publications, 1973]
vi, 143-264 p. 21 cm. (Developments
in human services, v. 1, pt. 2.)
Bibliography: p. 259-264.

JOINT
AUTHOR,
SERIES,
ILLUSTRATOR
CARD

1. Social service. 2. Social work
administration. I. Harshbarger,
Dwight, joint author. II. Title
III. Series

SEARCHING FOR BOOKS, continued

Catalog Cards

Every non-fiction book or material in the library is cataloged at least three ways - by author, title and one or more subjects.

Author searching - If you know the name of an author, or expert in the field, you can find all of his/her books the library owns by looking under the author's last name in the author catalog.

Libraries file cards word by word, not letter by letter like the telephone book. Letters and abbreviations are filed as spelled.
Example:

H & R Block
Haag, John

M & L Co.
McLean
MacTavish
Marsh

Note that libraries file all words beginning with "Mc" as if they were spelled "Mac"

Title searching - This is the quickest way to see if the library has the specific book you want. Articles in all languages are ignored in filing: a, an the, le, les, l', de, des, etc. Look under the first non-article word in the title. Numbers are filed as if they are spelled out. Single letters are treated as words and filed before other words beginning with that letter. REMEMBER: libraries file word by word, not letter by letter.

Examples: (in correct order)

Computer, Go Home!
Computerization in the Machine Shop
Computers and Microcomputers

History; a Personal Narrative
A History of China

On to Pittsburgh!
100 Ways to Save Money
Only You

Subject searching - Each non-fiction one or more subject cards which describe its contents. Subject headings are not invented at random; they are selected from an established list, usually Library of Congress List of Subject Headings. In many libraries, this large volume is placed near the card catalog to help you determine the proper subject headings for your topic.

Popular words recently entered into common usage may not be used for several years as an official subject heading. For example, if you are thinking of HOUSEHUSBAND, you may have to search under FAMILY LIFE or SEX ROLES or MALES. The term "special education" has only recently been changed from "education of the handicapped".

There will be "see" and "see also: cards in the catalog to help refer you to other appropriate headings. Be sure to follow these leads.

If you cannot find the heading you are seeking in the card catalog, ask the librarian for help. Chances are, the library does have something but it may not be indexed the way you guessed it would be.

SEARCHING FOR BOOKS, continued

Locating Books on the Shelves - Classification Schemes

Virtually all libraries use a subject classification to keep books in order on the shelves. (Special collections, such as government publications or films, may be arranged by other categories.) Arranging books by subjects permits the user to browse the shelves to find books that may have been missed in searching the card catalog, or listed under a different subject heading.

Library of Congress System

Developed and used by the nation's largest library, this classification scheme is used in most college and university libraries.

- A - General Works
- B - Philosophy and religion
- C - History - Auxiliary science
- D - History and topography
- E - American history
- F - American history
- G - Geography and Anthropology
- H - Social sciences
- J - Political science
- K - Law
- L - Education
- M - Music
- N - Fine arts
- P - Language arts and literature
- Q - Science
- R - Medicine
- S - Agriculture
- T - Technology
- U - Military science
- V - Naval science
- Z - Bibliography and library science

Dewey Decimal System

A more general classification scheme, the Dewey Decimal Classification is used by most school and public libraries.

- 000 - General works
- 100 - Philosophy
- 200 - Religion
- 300 - Social sciences
- 400 - Languages
- 500 - Pure science
- 600 - Technology
- 700 - Fine arts
- 800 - Literature
- 900 - History

Note: The letters I, O, W, X, and Y are omitted. These have been reserved for future expansion of the classification system.

IF YOU CANNOT FIND THE BOOK...

If the book is not on the shelf, check surrounding tables as someone else may be using it. It could also be checked out, at the bindery, lost, or stolen.

Ask the librarian for help either to locate it, or to request it on interlibrary loan from another library. Both the NCE librarian & your local public librarian can request an interlibrary loan for you.

SEARCHING FOR BOOKS, continued

Master Catalog of Books

No library can possibly buy all books that are published or even all books published in any one field. The information explosion is a reality, as millions of words are published and republished every day. You must determine, therefore, what books are available that are not listed in your library's card catalog.

Virtually all currently available books published in the United States are listed in the Publishers Trade List Annual. It is published in three parts:

Books in Print; an author-title series index ...

Publishers Trade List Annual: a compilation of publishers catalogs

Subject Guide to Books in Print

By searching the Subject Guide, you will discover the latest publications on your subject, as well as many others that are still in print (available for sale from the publisher.)

Ask the NCE librarian or your public librarian to request any publications on interlibrary loan.

Interlibrary Loan Process

Sophisticated computer networks today link libraries from town to town or across the country. In a matter of seconds, larger libraries can tell you what library has the book you need, and can request it at once.

To request an interlibrary loan, contact the NCE librarian at 256-5150 Ext. 275 or 256-1057 Reference Hotline. The book will be sent from the lending library to National College of Education College Library Center in Evanston. We will call you on arrival, and either hold the book for your pickup or mail it to you.

You may choose to initiate the interlibrary loan request through your local public library. The lending library will send the book there, enabling you to pick it up close to home.

The process for interlibrary loan request for books is essentially the same in every library. You must fill out a form provided by the library for each book you need. The following pieces of information are required:

- author's name
- title
- publisher
- date of publication
- your source (where did you get the information on this book?)
- latest date you can use the book

Turn in the form to the interlibrary loan librarian who will channel your request into the network.

If the book is located in a nearby library, you may receive it within three or four days. However, you can expect to wait several weeks or longer for a hard-to-find title. Don't wait until the last minute to request your interlibrary loans!

Your local bookstore should not be overlooked as a source. Frequently, titles of professional works appear in inexpensive paperback format; you may choose to purchase the book instead of waiting for interlibrary loans.

SEARCHING FOR JOURNAL LITERATURE - MANUAL SEARCH

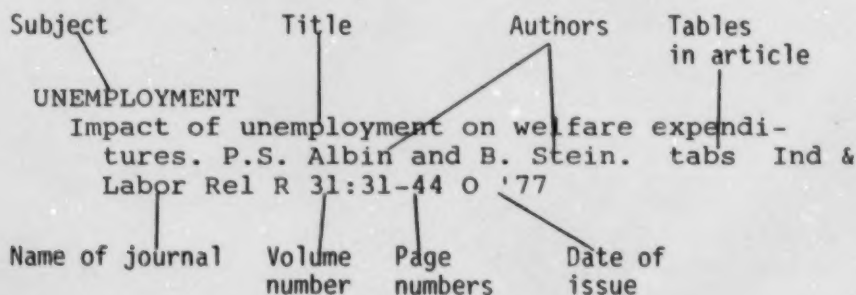
Journal Indexes

Several different periodical indexes are available, covering the periodical literature of different subject disciplines. Some relevant indexes are listed in the BASIC LIBRARY SOURCES section of this module. Fortunately, many of the common indexes are produced by the H.W.Wilson Co., so they are similar in format. An example from Business Periodicals Index is reprinted below.

Journal titles are abbreviated in indexes; a list of abbreviations is usually found in the front of each index.

You can search the index by author or by subject in the same alphabetical listing. The subject headings are fairly standardized, with frequent cross-references to other terms. Remember your list of synonyms for your topic. It may be necessary to check each of those words in a periodical index.

Most indexes are cumulated once a year, so you must search in each year's index, as well as the paperbound issues for the most current citations.



BUSINESS PERIODICALS INDEX*

Sample Entries

TENDER offers (securities)
American takeovers: SEC declares war on state law. *Economist* 365:129-30 D 17 '77
Australian takeovers: very far west of the Pecos. *tab Economist* 266:96 Ja 7 '78
Changes coming in takeover defenses. *Ind W* 193:94-7 N 7 '77
Examining the problems of breach confidence. E. R. Burton. *Accountancy* 88:42-3+ Ja '78
Goldman, Sachs for the defense. J. Connelly. *Inst Invest* 11:38-9+ N '77
How to foil a raider. P. Archbold. *Inst Invest* 11: 38-4+ N '77
Merger arbitrage: risk measurement. M. A. Boyd. Jr. *Fin World* 146:52 D 1 '77
Takeover statute ruled unconstitutional (Idaho) D. E. Miller. *Fin Exec* 46:8 N '77
Tender bear hugs: they're the latest wrinkle in corporate takeovers (annual securities regulation seminar, 9th, New York city) R. Lensner. *Barrons* 87:11+ D 8 '77
Tender offers and other debt refunding options. S. G. Pollack. *tabs Pub Util* 100:23-33 D 8 '77
Two-price bid to force a merger. *Bus W* p35+ F 27 '78
Will Sun's raid set a pattern? *Bus W* p99 F 13 '78
TENNESSEE inc.
Gas import deals hit snags. *Chem W* 132:55-6 Ja 11 '78
TENNESSEE
See also
Insurance companies—Tennessee

UNDERWATER construction
How North Sea pipelayers bring oil and gas ashore. R. R. Irving. *II tab map Iron Age* 120: 35-40 N 14 '77
UNDERWATER farming. See Aquaculture
UNDERWATER laboratories
Oceanlab facility proposals sought. *Marine Fisheries R* 39:27 S '77
UNDERWATER photography. See Photography.
UNDERWEAR
Advertising
Munsingwear wins rights to slogan. S. A. Diamond. *Adv Age* 49:21 Ja 2 '78
UNDISTRIBUTED profits tax
Accumulated earnings tax: how it operates and how to defend against it. B. C. Balch and R. H. Welton. *Practical Accountant* 10:17-28 N '77; 11:20-9 Ja '78
UNEMPLOYMENT
Hiring unemployed professionals. G. R. Wendt. *Pers J* 67:40-2+ Ja '78
Impact of unemployment on welfare expenditures. P. S. Albin and B. Stein. *tabs Ind & Labor Rel R* 31:31-44 O '77
Inflation unemployment—why both at once? P. S. Nadler. *Bankers M* 94:11-14 N '77
Is unemployment on the way out? *Forbes* 121: 221 Ja 9 '78

SEARCHING FOR JOURNAL LITERATURE - MANUAL SEARCH, continued

Abstract Services

An abstract service is an index to periodicals, books, scholarly publications, etc. It differs from other indexes in that a brief summary, or abstract, of the article or book is included.

By reading an abstract, you can determine if the entire article or book must be read.

Two of the most heavily used abstract services are Psychological Abstracts and Dissertation Abstracts International. Samples from each appear below.

Psychological Abstracts

5312. Fielding, Jonathan E. (Massachusetts Dept of Public Health, Office of the Commissioner, Boston) **Adolescent pregnancy revisited: Trends in births to adolescents.** *New England Journal of Medicine*, 1978(Oct), Vol 299(16), 893-896.

-Due to increased use of contraceptives, the birth rate of adolescents remained stable from 1966 to 1976, despite a 30% increase in the prevalence of sexual activity. Health risks to mother and infant and social results of teenage pregnancy are presented, including (a) increased likelihood of neurological abnormality and infant mortality, (b) lost educational opportunities, (c) unstable family relations, (d) poor employability, and (e) welfare dependence. Sex education, counseling, and sensitive treatment are needed for women of this age group. (25 ref)

The ERIC system is an abstract service which includes microfiche copies of the entire document in a separate collection. Journals in education are also abstracted in Current Index to Journal in Education.

Additional information on the ERIC system is included in the next section.

DISSERTATION ABSTRACTS INTERNATIONAL

THE RELATIONSHIP BETWEEN ADULT STUDENTS' LEVEL OF COGNITIVE DEVELOPMENT AND THEIR PREFERENCE FOR LEARNING FORMAT

Order No. 8016976

LYNE, NOREEN ANNE, Ph.D. *University of Maryland*, 1979. 147pp.
Supervisor: Robert F. Carbone

The problem of this study was to determine whether a conceptual model of intellectual development, based on research with traditional age college students, was applicable to older students. The study sought to determine whether there was a relationship between the cognitive stage level of adult students and their preference for learning format.

According to William Perry and others, there are varying instructional and environmental conditions that are appropriate depending on the particular cognitive stage of the student. Further knowledge of the cognitive developmental levels of adults was thought to provide greater understanding of the adult as a learner.

It was hypothesized that there is a positive relationship between stages of cognitive development and preferred learning format: that is, adult students at lower stages will prefer structured formats while adult students at higher stages will prefer less structured formats.

The following research question addressed this hypothesis: Is an adult student's level of cognitive development positively related to preferences for learning format?

Two secondary research questions were also addressed: (1) Is the variability of the cognitive stages of adults comparable to that of traditional age college students? (2) Can differences in learning format preference be explained by differences in selected characteristics of adult students?

Learning format preference (LEP) was defined as a continuum, from a preference for a high degree of structure (instructor-oriented class with little student participation in planning, decision-making) to a preference for a low degree of structure (student-centered class with high level of participation of students in planning, decision-making).

A Likert-type instrument was designed to determine the learning format preference of adults and to collect demographic data. A total score and four subscores were computed; subscore 1 dealt with planning for the course; subscore 2 dealt with how course requirements were met; subscore 3 dealt

with time management and subscore 4 dealt with directing or

SEARCHING JOURNAL LITERATURE - MANUAL SEARCH, continued

Newspaper Indexes

If you are looking for very current or newsworthy information, you may want to use newspapers as a source. A library may create its own index of local newspapers, but there are also two major published indexes, New York Times Index and Wall Street Journal Index. A sample from the New York Times Index appears below.

The Chicago Tribune publishes an index to its own newspaper. Many libraries, including NCE, have it, including the microfilm of the Chicago Tribune newspaper to go with it.

Newspapers can frequently lead you to other sources of information, such as by identifying the name of an expert in the field. Then by searching other indexes for that name, you may find more information.

Newspaper clipping files are kept by many libraries. File folders are arranged by subjects with newspaper articles from the past in them. One of the best newspaper clipping files in the Chicago area is located in
Municipal Reference Library
City Hall Room 1004
Chicago, IL 60602

It is open Monday-Friday from 8:30 a.m. to 5 p.m. serving Chicago City government and the general public.

NEW YORK TIMES INDEX

industrial safety, publicizing accounts of factory accidents and punishment given officials whose negligence caused accidents; there has been little discussion in Chinese press of impact on factory workers of industrialization drive that began in '49; visits to factories and talks with workers reveal often casual attitude among management and workers toward industrial safety; illus (M), Ap 11,2:3
CHRSHOLM, Shirley (Repr). See also Elections (US) - Reapportionment, Ap 14
CHOI Kye Huh (Pres). See also South Korea, Ap 15
CHON Yoo Hwan (Lt Gen). See also South Korea, Ap 15

CHRISTIAN (Organizations). Note: For those not here, see key inversions, denomination and organization names
CHRISTIAN Leadership Conference, Southern (SCLC). See also Blacks - Georgia, Wrightsville (Ga), Ap 10,13

CHRISTIANA Companies

Carma Developers to raise stake in Christiana Cos and reserve right to seek 100% takeover of company (S), Ap 11,IV,4:1

CHRISTIANITY. See also Religion

Article on beginning of Passover; notes publication of a new Haggadah, ritual book that contains materials for enactment of festival, for use by groups of Jews and Christians; Haggadah was prepared by Anti-Defamation League of B'nai B'rith and Roman Catholic Archdiocese of Chicago and was edited by Rabbi Leon Klenicki (M), Ap 1,II,2:6

Tom F Driver article on new books that explore contemporary unrest in Christian thought; illus (L), Ap 6,VII,p9

Rev Mark Rohrbaugh article on role of Christian church in lives of Connecticut residents; illus (L), Ap 6,XXIII,16:3

Campaign to get public schools to revise biology curriculums to include biblical account of creation as explanation of origin of life described; illus (L), Ap 7,1:3

its potential losses for '80 and its need for Government assistance, report to Congress. Chrysler confirms that its situation has worsened, says its loss for year will be about \$750 million; its most recent estimate was for maximum loss of \$650 million (M), Ap 11,1:5; Chrysler Corp says negotiations to sell interest in Chrysler Financial Corp to Household Finance Corp have collapsed (M), Ap 12,31:3; Chrysler Corp's financial problems reviewed (M), Ap 13,III,17:1

CHRYSLER Financial Corp

Standard & Poor's lowers rating of Chrysler Financial Corp's senior debt to B from BB and subordinated debt to CCC from B (S), Ap 4,IV,2:4; Chrysler Corp says negotiations to sell interest in Chrysler Financial Corp to Household Finance Corp have collapsed (M), Ap 12,31:3

CHURCH, Frank (Sen). See also Elections (US) - Finances, Ap 4; Pres Elect '80 - Pres Aspirants - Dem Party, Ap 8; US - Econ Conditions, Ap 7

CHURCH (Organizations). Note: For those not here, see other key words and denomination and organization names

CHURCH and State, Americans United for Separation of. See also Religion - US, Ap 10
CHURCH of Jesus Christ of Latter Day Saints. Use Mormons

CHURCHES. See Religion and Chs

CIA. See US - Intelligence Agency

CICEK, Colal. See also Shipbldg - Turkey, Ap 7

CIGARS and Cigarettes. Use Tobacco

CINCINNATI Milocron Inc

Clifford R Meyer appointed executive vice president, operations; Frank T Curtin, William F Mericle and George T Rehfeldt appointed group vice presidents, Ap 4,IV,2:4

CINEMA 5 Ltd. See also Motion Pictures - US, Ap 3
CIT Financial Corp

Reports John A Green joins company as vice president (S), Ap 3,IV,2:4

CLANCI, Vincent A Jr (Mayor). See also Providence (RI), Ap 7

CLARK, Al. See also Baseball - Major Leagues, Ap 1
CLARK, Carolyn. See also Kidnapping, James, Shreemirah, Ap 13

CLARK, Ed (Libertarian Party). See also Pres Elect '80 - Pres Aspirants - Third-Party Moves, Ap 11; Pres Elect '80 - Pres Candidates, Ap 2

CLARK, Joe. See also Canada - Pol, Ap 15

CLARK, Kenneth B (Dr). See also Blacks, Ap 2

CLARK, William J. See also Massachusetts Mutual Life Insurance Co, Ap 10

CLASSIFICATION of Information. See also US - Intelligence Agency, Ap 7

CLAY, William L (Repr). See also Elections (US) - Reapportionment, Ap 14

CLAYBROOK, Joan (Admr). See also Autos - US - Auto Safety, Ap 4; Roads - US - Accidents etc, Ap 13

CLEAN Air, Citizens for (Orgn). See also Transit Systems - NYC - Labor, Ap 3

CLEAN Air Act of 1970. See also Elec Light - Massachusetts, Ap 14

CLEANERS Assn, Neighborhood. See also Cleaning and Dyeing, Ap 9

CLEANING and Dyeing

Comment on hazards of dry cleaning new synthetic fabrics; notes Neighborhood Cleaners Assn attempts to resolve conflicts over damaged goods; assn president William Seitz comments; illus (M), Ap 9,III,1:1

CLEANSERS, Detergents and Soaps. See also Water Pollution - Cleaners

CLEMENT, William A Jr. See also Jews - NYC Met Area, Ap 11

CLEMENTS, William P (Gov). See also Crime - Texas, Ap 13

CLEMSON University (Clemson, SC). See also Handicapped, Ap 2

CLERGY. Use Sec

SEARCHING FOR JOURNAL LITERATURE - MANUAL SEARCH, continued

Subject Searching Strategies

In the first part of this module, you learned to analyze your topic into major concepts and to think of synonyms for each word. Now comes the task of deciding which terms to search for during a manual search.

Generally, it is a good idea to search the MOST SPECIFIC term first. If this yields no results, then search under a broader term. This will tend to eliminate most irrelevant citations.

Example: Do children from single-parent families exhibit more overt aggressive behavior than children from two-parent families?

Possible search terms:
single parents
children
aggressive behavior
divorced persons
parental absence
single parent families

If you chose to search under AGGRESSIVE BEHAVIOR, you will find hundreds of references to behavior of jail inmates to affinity for television violence to suicide. You may find references to children and aggressive behavior by skimming through all references.

If you chose to search under CHILDREN, again you would find hundreds of references that do not pertain to the specific area you need.

The best search term in this case would be SINGLE PARENT FAMILIES or a synonym. A term such as CHILDREN OF DIVORCE may appear as a cross-reference. Be sure to follow those cross-reference leads.

If You Cannot Find Anything...

It is possible that the topic you are searching is unique- that no one has ever written about this topic before. You are doing state-of-the-art research and should be encouraged to publish the results of your findings.

In most cases, however, it may be that the search terms are not as concise as they should be, or your topic is too narrow. Frequently, you will not find an article on exactly what you are doing, but many articles closely related to it.

It is up to you to read the literature and apply what you have learned to your own situation.

SEARCHING FOR JOURNAL LITERATURE - MANUAL SEARCH, continued

Locating Journal Articles

Once you have compiled your list of articles to be read, your task is now to locate them.

First, check the periodicals holdings list of the library you are in. There may be cards in the card catalog for them, or special lists or "trees" will tell you to which journals the library subscribes. Ask the librarian for help if you cannot find the list.

Some libraries have "open stacks" for periodicals, which means that you may select and browse for them yourself. Other libraries have "closed stacks" where a staff member will retrieve the journal for you. Open stacks are better for browsing, but the articles are more likely to be torn out or stolen than in closed stacks.

Many libraries subscribe to journals on microfilm or microfiche. These microforms must be placed on a reader to enlarge the page for you. Most libraries have reader/printers which will enable you to make paper copies of articles from the microform.

National College of Education subscribes to more than 500 professional journals, primarily in education and social services fields. For articles that we do not have, we use one of two periodical networks in the Chicago area.

As previously described, libraries are linked by telephone and computer to each other, enabling interlibrary loan transactions to occur very rapidly. Books from many different libraries are listed in the computers, giving the location of each title.

Likewise, lists of periodicals tell librarians which library subscribes to the journal you need. A telephone call, or request through interlibrary loan, is all that is needed to speed your photocopied article through the mail.

In the northern Illinois area, copies of articles may be obtained through interlibrary loan. You may have to wait five - ten days for the mail service, however. Certain journals that are more difficult to locate will require a longer wait; perhaps three or four weeks, or more.

Contact the NCE librarians for interlibrary loans of any kind.

256-5150, Ext. 275 or

256-1057 Reference Hotline

NCE library will process your request within 24 hours. If NCE has the journal, you should expect the copies within 3 or 4 days (depending on how long it takes mail to get from Evanston to your house!) A \$.50 fee to cover postage is charged for each article sent, as well as a photocopy charge of \$.10 per page for photocopying.

NCE libraries will find copy requests in strict compliance with the Copyright Act of 1979 regulations. This means that no more than 2 articles from any single title and only one article from any single issue may be copied. Consult the librarian for additional regulations.

Your public librarian can also obtain interlibrary loans for you.

SEARCHING IN THE ERIC SYSTEM

How To Use ERIC

INTRODUCTION

Throughout the educational community, today's predominant themes are the acceleration of educational improvement and increased learning opportunities for students. Improved curriculums, new media, and more effective teaching methods are being designed and developed in laboratories, research programs, and classrooms throughout the country. These activities are going on at a rate unprecedented in the history of education.

All this recent and expanding activity has produced much valuable information. This information is contained in documents that have not always reached the people who need them. The purpose of the Educational Resources Information Center—ERIC—is to provide access to this literature.

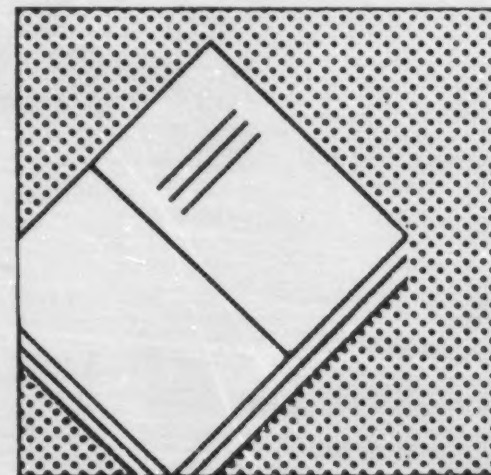
ERIC is a national information system designed and developed by the U.S. Office of Education, and now supported and operated by the National Institute of Education (NIE), for providing ready access to descriptions of exemplary programs, research and development efforts, and related information that can be used in developing more effective educational programs.

What is ERIC?

- A national information system
- A source for obtaining documents on education
- A network of decentralized information centers

What does ERIC do?

- Collects, screens, organizes, and disseminates reports
- Furnishes copies of educational documents at nominal cost
- Acts as an archive of educational literature
- Prepares interpretative summaries, research reviews, and bibliographies on critical topics in education
- Services information centers throughout the country
- Answers education information questions



SEARCHING IN THE ERIC SYSTEM, continued

A manual search

1

First:

You need to become familiar with ERIC terminology in order to do your search. Using the *Thesaurus of ERIC Descriptors*, identify key descriptors relevant to your search, such as Individualized Reading. If additional search items are needed, use the narrower terms (NT), broader terms (BT), or related terms (RT) listed under the descriptor heading, as shown in the example to the right.

Individualized Reading
Learning Laboratories
Open Education
Performance Based Education
Performance Based Teacher Education
Tutorial Programs

INDIVIDUALIZED READING Jul. 1966

SN Technique concerned with the overall development of a persons reading skills and interests attempting to follow concept of self selection

BT Reading

RT Individualized Instruction
Individualized Programs
Reading Instruction
Reading Programs
Teaching Methods

INDIVIDUAL NEEDS Jul. 1966

NT Childhood Needs
Student Needs

BT Needs

RT Affection
Design Preferences
Individual Instruction
Psychological Needs

INDIVIDUAL POWER Jul. 1966

SN Feeling of power to effect changes in ones social and physical surroundings by decision making

UF Destiny Control

Thesaurus

2

Then:

Consult the monthly issues of *Resources in Education* (RIE) for current documents on the subject. Check the Subject Index sections under the descriptor Individualized Reading, and other applicable descriptors you have chosen.

Check the most recent Semiannual Index to *Resources in Education* for relevant documents using the same descriptors. Each document is identified by an accession (i.e., ED) number.

Individualized Programs
Computer-Assisted Individualized Educational Programming.

ED 134 217

Instructional Development for Special Needs Learners: An Inservice Resource Guide.

ED 133 940

Individualized Reading
The Problem of Teenagers Reading on Elementary Levels: An Analysis of Approaches or How to Teach CVC to a Dude.

ED 133 693

RIE Subject Index

SEARCHING IN THE ERIC SYSTEM, continued

3

Also:

Extend your search to the periodical literature by consulting the monthly indexes of *Current Index to Journals in Education*.

Check back through the CIJE Cumulative indexes, using the same descriptors. The identifying numbers for journal articles in CIJE are labeled EJ.

Reading Instruction

When Should We Begin to Teach Reading?
Language Arts v53 n8, pp878-82, Nov-Dec 76
EJ 151 172

R is greater Than S to the subpower of 1 + S to the subpower of 2 + S to the subpower of 3...S to the subpower of n. *Reading Horizons* v17 n1, pp9-13, F 76
EJ 151 230

The Effect of Music on Reading. *Reading Horizons* v17 n1, pp20-24, F 76
EJ 151 232

Learning Modality: Another Pebble in the Pond. *Reading Horizons* v17 n1, pp25-27, F 76
EJ 151 233

Assessment and Supervision of the Field Experience of a Competency Based Reading Methods Course. *Reading Horizons* v17 n1, pp56-61, F 76
EJ 151 237

Reading in the Secondary School: Teaching Students How to Add Words to Their Vocabulary--Part One. *Reading Horizons* v17 n1, pp66-70, F 76
EJ 151 238

Where to Expend Your Teaching Effort (It Does Count!). *Reading Teacher* v30 n3, pp293-96, Dec 76
EJ 151 248

CIJE Subject Index

4

Finally:

From the Subject Index of each publication, go to the Resume section to read the abstract of the document or the annotation of the periodical article identified. These sections are clearly marked and the identifying numbers (ED, EJ) appear consecutively. You can then determine whether you want to obtain the full text of the document or article (availability information is given in each resume).

EJ 151 728

Remedial Reading Classes: Is It Really Worth the Effort? Butler, Paul. *Community College Review*, v4 n3, pp33-36, W 77

*Junior Colleges, *Remedial Reading Programs, *Program Development, *Developmental Programs, *Basic Skills, Technical Institutes, Developmental Reading, Reading Achievement, Program Descriptions. [Thames Valley State Technical College, Iowa Silent Reading Test]

Faced with students with reading problems and a budget which would not cover the hiring of a reading specialist, instructors at Thames Valley State Technical College (Connecticut) developed a successful remedial reading program of their own. This article discusses how the program was developed and reports that over the past six years it has yielded gains averaging three grade levels. (JDS)

CIJE Article Annotation

ED 133 695

Burke, Ann T.

The Problem of Teenagers Reading on Elementary Levels: An Analysis of Approaches or How to Teach CVC to a Dude.

Pub Date 76

Note—13p.; Paper presented at the Annual Meeting of the International Reading Association Southeastern Regional Conference (4th, Jacksonville, Florida, February 18-21, 1976)

EDRS Price MF-\$0.83 HC-\$1.67 Plus Postage.

Descriptors—Diagnostic Teaching, Grouping (Instructional Purposes), *Individualized Reading, Learning Laboratories, *Reading Failure, *Reading Instruction, *Remedial Reading Programs, Resource Teachers, Secondary Education, Tutoring

To help an elementary-level reader in a secondary school learn to read, the program must not threaten the student's ego or undermine peer approval, and it must be individualized, in the diagnostic-prescriptive mold. Any organizational plan that meets these criteria should be workable. The characteristics of several possible approaches are described, including reading labs, tutorial situations, resource teachers, homogeneous groups in one-teacher classrooms, and heterogeneous groups in one-teacher classrooms. (AA)

ED 133 696

Friedenberg, Lisa

Linguistic and Conceptual Processes in the Comprehension of Spatial Antonyms.

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Note—16p.; Paper presented at the Annual Meeting of the American Psychological Association (84th, Washington, D.C., September 1976)

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Descriptors—*Cognitive Processes, Higher Education, *Language Research, Models, Reaction Time, *Reading Comprehension, *Semantics

Identifiers—*Antonyms
Three pairs of spatial antonyms (higher than/lower than, above/below, and rising away from/falling away from) were used in a task in which subjects judged whether a sentence accu-

RIE Document Resume

SEARCHING IN THE ERIC SYSTEM, continued

A computer search

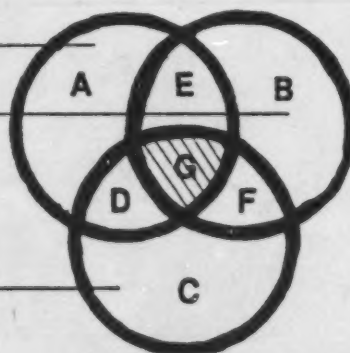
Using a computer to search through the ERIC data base is an efficient method of retrieving information. A search may be conducted through an ERIC clearinghouse or one of the organizations listed in the ERIC publication *Survey of ERIC Data Base Search Services*.

The subject of a search will be translated by a search analyst into terms from the *ERIC Thesaurus* and a strategy will be formed for information retrieval. For example, in a computer search on the subject of preparing teachers for the physical education of handicapped children, we can picture three "sets" of documents—one dealing with teacher education, one with physical education, and one with handicapped child education. The user is interested in documents which discuss all three of these "sets," as illustrated by the shaded portion in the Venn diagram below:

Teacher Education

Physical Education

Handicapped Child Education



Example:

Teacher Education

Physical Education

Handicapped Child Education

The search analyst will first choose those descriptors which index physical education and teacher education, and by "crossing" them, will select out of the ERIC files material dealing with both of those concepts. By limiting the resulting group with handicapped child education descriptors, a smaller set of documents will be retrieved which deals with only those three groups. The result of the search will be a list of citations printed out in the form in which they appear in RIE or CIE.

COMPUTER LITERATURE SEARCHING: AN INTRODUCTION

Because you are a working professional who may not have access to or the time to spend in a large library doing all of your project research, special state-of-the-art bibliographical services are being utilized to facilitate your research process. This service is available to all students enrolled in the NCE Field Experience Programs and it is hoped that your use of these bibliographical research services will encourage you to explore the potential of computerized information retrieval as a professional tool.

You are, of course, required to use traditional library resources to supplement your search for information.

There are many different computerized information retrieval services which have developed in response to the "information explosion" in all subject fields. Literature is being published at a tremendous rate - far too rapidly for traditional library methods to index and control it. This is especially true of "fugitive" materials, such as conference papers, speeches, technical reports, etc., which are distributed in limited numbers. Since these publications don't go through the usual publication process to appear in books or journal articles, there is a risk that the important information they contain will be lost because only a few people know they exist.

With the development of computers after World War II, a method became available to "tag" fugitive materials for future reference and to provide easier access to book and journal literature whose printed indexes were becoming too large for convenient manual searching.

Computerized information retrieval was first developed in the science and technology fields. Citations to the book, journal and fugitive literature in a specific field were placed in machine-readable format in a computer database. A computer program was written to search these tapes according to various categories, such as author and subject. Now, instead of reading through year after year of printed index, a researcher may ask the computer to scan its tapes and select citations on the desired topic.

Computerized retrieval first came to the social sciences in 1965 when the ERIC (Educational Resources Information Center) was established by the U. S. Office of Education in Washington, D.C. Now there are more than 100 different systems, or databases, collecting and indexing literature in a different field. Some examples are included in the BASIC LIBRARY SOURCES Section of this module.

The information for a database is usually compiled by a private company or a leading institution in a specific field. For example, Psychological Abstracts is produced by the American Psychological Association; NTIS, a government reports file, is produced by an agency of the U.S. Dept. of Commerce. Each producer collects the literature in a field, indexes and/or abstracts it, and places the citations in machine-readable format, usually on magnetic tape.

The magnetic tapes are then sold to a retrieval service, which puts them in their computer, writes the programs needed for the computer to manipulate them, and sells computer time to anyone wishing access to those databases.

COMPUTER LITERATURE SEARCHING: AN
INTRODUCTION; continued

Lockheed's DIALOG system is such an information retrieval system. It buys the magnetic tapes and provides access to more than 100 databases in the social and physical sciences. In selling its services to libraries and information centers, DIALOG allows its customers to connect a telephone into a computer terminal, and interact with the main computer in Palo Alto, California.

NCE is a subscriber to the DIALOG retrieval services. By simply typing in the necessary codes, the librarian has immediate access to those 100 different databases, each one containing thousands of citations to periodical articles and other publications.

Your topic is first analyzed by the librarian and translated into appropriate computer codes. Your terms appear on the screen or on the paper printout so that you can monitor the process. When the proper citations have been isolated, a command is given to PRINT. Complete bibliographic citations, including abstracts if available, are printed from the computer in Palo Alto.

Your bibliography is mailed to NCE in Evanston, where an explanatory packet of materials is added. It is mailed directly to that same day.

YOUR COMPUTER SEARCH

As a student in NCE's Field-Based Programs, you are provided with a computer search to bring you some of the literature you need for your specific project report. In order to receive this service, you must fulfill the following:

1. You must fill out a Search Request Form. A sample form is provided on the next page. Your instructor will provide copies of the actual form you must use and assist you in its completion. The Search Request Form is then forwarded to the NCE librarians so that he/she may plan your search strategy. **YOUR SEARCH FORM MUST BE SENT TO EVANSTON AT LEAST ONE WEEK PRIOR TO COMPUTER SEARCH NIGHT.** Failure to do so will result in loss of your class time in order to plan search strategy during computer search night, or it may not be possible to complete your search that night.
2. You must attend class Computer Search Night to watch as your search is performed. Two NCE librarians will come to your regular class location with a small briefcase computer terminal. On an individualized basis, you will discuss your Search Request with the librarian to make sure he/she understands what you need; then, you will watch as your search is conducted. The actual search will take approximately 15-20 minutes. If you are unable to attend class that night, you must call 256-5150, Ext. 275, to have your search performed on the Evanston Campus.

SEARCH REQUEST FORM



NATIONAL COLLEGE OF EDUCATION
College Library Center
Evanston, Illinois 60201
(312) 256-5150 Ext. 275

COMPUTER
ASSISTED
SUBJECT
SEARCHING Request Form

NAME	DATE
ADDRESS	WORK PHONE Ext.
CITY ZIP	HOME PHONE
COURSE	INSTRUCTOR

Please state your project/thesis concept:

DESCRIBE YOUR WORK ENVIRONMENT (hospital, data processing service, etc.)

INDICATE SOME SOURCES YOU HAVE ALREADY FOUND THAT ARE RELEVANT TO YOUR TOPIC

IDENTIFY MAJOR DESCRIPTORS (KEY WORDS) THAT ARE RELEVANT TO YOUR SEARCH TOPIC

for office use only

YOUR COMPUTER SEARCH, continued

How to Fill Out the Search

Request Form - The NCE Librarians are very well trained in computer searching and locating information, but this does not mean that you are a passive agent in this process. He/she may know research, but of course, cannot know your needs. You must explain what your research needs are and what type of information you want.

By filling out the Search Request Form, you are communicating your needs to the librarians. You must be clear and concise; do not assume the librarian understands basics about your job the way you do.

To state your PROJECT/THESIS CONCEPT, you should include the following information:

WHO - is involved in the project?
(nurses, production line employees, salespersons, third grade boys, mothers, etc.)

WHAT - is the problem and what is your proposed solution?

WHERE - does the project take place? (a manufacturing firm, hospital laboratory, social service agency, school?)

WHY - are you doing this project?
(company asked you to solve this problem; you have analyzed a problem and have a solution)

It is important to remember the difference between the PROBLEM and the SOLUTION. Your research will be easier if you approach the problem and look for possible solutions, instead of trying to find documentation to support your proposed solution.

Sample Project Statements

not good My company wants to install an expensive theft detection system.

better How can a small manufacturing firm eliminate inventory loss due to theft?
.....

not good I want to get the hospital to raise salaries of nurses.

better Turnover in nursing staff is very high in my dept. What can be done to reduce it?
.....

not good A policy manual must be written for new bank tellers.

better Training new bank tellers takes too much professional time and therefore costs too much money. How can we improve our staff training program?
.....

not good We have got to hire a secretary for the detectives in this Police Dept.

better Detectives with heavy caseloads must spend a great deal of time filling out routine forms and reports. What can be done to reduce or eliminate clerical tasks for them?
.....

not good Where can I get a grant to start a day care center?

better My company employees many working mothers who have expressed a need for reliable day care for their children nearby. We would like to investigate possible funding sources for starting a day care center within the company.

YOUR COMPUTER SEARCH, continued

Identify Major Descriptors - By now, you will have clearly identified the concepts in your topic. List on the Search Request Form what terms you used to look up information in books and periodical indexes. This will give the NCE librarians a better idea of what information you are seeking. If you haven't located any information yet, simply list terms in your own natural language that you expect to use; the librarians will translate those terms, and synonyms, into words the computer will understand.

What Indexes Will the Computer Search Cover? - The BASIC LIBRARY SOURCES Section of the Module lists all basic indexes that you will need to search. Those indexes with a * next to the title must be searched by hand in a library. The rest will be automatically searched for you on computer.

Most indexes that are on computer are also available in printed form; it is a good idea to begin searching these indexes to understand what types of information you will receive from that particular index. It will also help you determine the proper index terms to list on your Search Request Form.

Getting Your Computer Printout

In approximately 7 days after your search is conducted, you will receive a packet from NCE containing your printed bibliography and explanatory materials to help you interpret your printout.

IF YOU DO NOT RECEIVE YOUR SEARCH IN 7 DAYS, CALL NCE LIBRARY AT ONCE! 256-1057 or 256-5150 Ext. 275. It may have gotten lost in the mail and will have to be rerun.

If You Find Irrelevant or "Crazy" Citations - The nature of computer searching makes some irrelevant citations almost inevitable. There are several reasons for this:

1. The librarian is not working with individual titles but with "sets" of titles. During your search, he/she will not see every title that will appear in your printout so therefore cannot tell the computer to "throw out No. 13" because it is irrelevant. To limit your search too much is risking the loss of good citations while throwing out the bad ones.
2. The computer cannot differentiate between the same words used in different contexts. This can result in "crazy" citation. For example, in searching for a hospital manual on hand-washing techniques for floor personnel, using the term STERILIZATION is not good, because references to BIRTH CONTROL will also come forth. The computer is only a dumb machine that cannot understand word meanings.
3. It may happen that there is little or nothing available on your specific topic. Your topic is probably too narrow; you need to generalize more and relate what literature is available generally to your more specific topic.

Irrelevant citations in a printout are annoying, but should simply be ignored.

Locating Publications on Your Printout

Refer to sections on Locating Books and Locating Journal Articles in this module.

SAMPLE PRINTOUT ENTRIES

Periodical reference

78015766 ID No: 78015766
Can Business Improve the Public's Economic Understanding?
 Schenk, Robert E.
 Akron Business and Economic Review v9n3 17-19 Fall 1978
 Coden: ABERDF ISSN 0044-7048 Unit Code: ABE
 Doc Type: JOURNAL PAPER
 The business community has become concerned about public mistrust of business. This mistrust has led to and made possible government policies that are harmful to it. The business community in response has developed campaigns of economic education, but recent articles have indicated that businesses are accomplishing little with their campaigns. The model used by the public to assess a business is the good-vs-bad view. It is the basic model in our culture which is the main reason it is employed. We have no other basis on which to rely so this is the one we fall back on. The model also satisfies an emotional need. If economic education is properly understood, it can cause a shift from the bad to good perspective by the public. The switch requires intelligence on the part of the viewer as well as time and effort on his part. Business must work to convince the public that it is on their side. To be effective, business must limit itself to this strategy.
 Descriptors: CHANGES; PUBLIC OPINION; CONSUMER ATTITUDES; BUSINESS COMMUNITY; PUBLIC RELATIONS; COMMUNITY RELATIONS; CONSUMER EDUCATION

article title
 author
 journal name
 volume number
 pages
 date of issue
 summary

1211246
Especially for women. (pre-school day care draws church members)
 Christian Herald v101 p48(2) Oct 1978 CODEN: CHRHBA
 DESCRIPTORS: First Baptist Church, Jefferson City, Tennessee-innovations; day care centers-innovations; church work with children-innovations

Non-bibliographic reference
(all information provided)

2140236
Chicago Community Trust, IL
 \$9,600 to Chicago Dance Performance Project, Chicago, IL.
 For operating support. 6/27/79
 PROFILE: PERFORMING ARTS GROUP.
 SOURCE: Summer 1979 NLU
 C: 3.8 MC: HUMANITIES SC: OTHER PERFORMING ARTS
 KEY WORDS: Dance

2060322
Woods Charitable Fund, IL
 \$15,000 to Chicago Alliance for the Performing Arts, Chicago IL. For operating budget. 11/7/78
 PROFILE: Renewal grant.
 REFERENCE: Ruth E. Higgins, Exec. Director
 SOURCE: 7/25/79 FF
 C: 3.8 MC: HUMANITIES SC: OTHER PERFORMING ARTS
 KEY WORDS: Performing arts, alliance

Name of organization which awarded funds
 How much was given
 Recipient
 Funding areas

ERIC RESOURCES

HOW TO FIND ED's AND EJ's

Sample Computer Search Entry

ERIC document number _____
 Title _____ EDO66908# EMO10250
 Author _____ Pop Culture in America.
 date of publication _____ White, David Manning, Ed.
 pagination _____ 1970 279p.
 source _____ Available from: Quadrangle Books, Inc., 12 East Delaware
 Place, Chicago, Illinois 60611 (\$2.95)
 _____ Document Not Available from EDRS.
 _____ Language: ENGLISH
 _____ Journal Announcement: RIEJAN73
 summary _____ The nature of today's popular culture, its place in American
 life, and its merit or lack of it are the themes of these
 essays from "The New York Times Magazine." Introductory essays
 discuss the use of leisure time, paying the cost of the arts,
 and whether American society can be considered "cultured."
 Subsequent essays discuss the nature of radio and television
 programming, films, the theater, popular music (from Bob Dylan
 and the Beatles), pop art, and "Peanuts." (JK)
 Descriptors: Art Appreciation/ Commercial Television/
 *Cultural Activities/ Drama/ Educational Television/ Essays/
 *Film Study/ *Fine Arts/ Leisure Time/ *Mass Media/ Music
 Appreciation/ *Programing (Broadcast)/ Radio

ED Educational Document

The complete text of most ED's is found on microfiche in an ERIC
 Microfiche Collection in major libraries (see list in this packet).

If this line appears in your citation EDRS Price - MF01/PC01 Plus Postage.
 you may choose to 1) visit NCE or other ERIC collection library and
 read the microfiche there; 2) call NCE for a microfiche copy of the
 document for a 50¢ fee; or 3) order ERIC paper copies from ERIC
 Document Reproduction Service EDRS (order form is included with this
 packet)

If this line appears in your citation Document Not Available from EDRS.
 you must locate the item through a card catalog in a library
 or directly from the source indicated. These documents have not
 been copyright-cleared and therefore are not part of the microfiche
 collections.

EJ Educational Journal

These are standard references to articles in periodicals. Locate
 journals in NCE or other libraries, or request an interlibrary loan.

EJ152658 AA524041
 The Arts: Issues and Opportunities
 Newton, Michael
 Arts in Society, 13, 1, 138-143 1976
 Language: ENGLISH
 Article concludes that "...there is an audience in this
 country that is supportive of the arts... ;

PART II

BASIC LIBRARY SOURCES

BASIC LIBRARY SOURCES

ALL SUBJECTS

- *Access
 - Dissertation Abstracts International
 - Government Reports Announcements and Government Reports Index
- *Index to Legal Periodicals Magazine Index
- Monthly Catalog of U.S. Government Publications
- National Newspaper Index
- New York Times Index
- *Popular Periodicals Index
- *Readers' Guide to Periodical Literature
- *Subject Guide to Books in Print

BUSINESS

- ABI/Inform
- *Business Periodicals Index
- Economics Abstracts International
- Funk and Scott Indexes
- Management Contents
- Trade and Industry Index
- Wall Street Journal Index

EDUCATION

- AIM/ARM
- Child Abuse and Neglect
- *Child Development Abstracts and Bibliography
- Current Index to Journals in Education
- *DSH Abstracts
- *Education Index
- Exceptional Child Education Resources
- NICEM
- NICSEM/NIMIS
- Resources in Education

FUNDING AND GRANTS

- *Annual Register of Grand Support
- *Catalog of Federal Domestic Assistance
- Foundation Directory
- Foundation Grants Index
- Grants Database
- National Foundations

NURSING

- *Cumulative Index to Nursing Literature and Allied Health Literature
- Excerpta Medica
- Health Planning and Administration
- *Index Medicus
- Medline
- National Institutes of Mental Health

SOCIAL SCIENCES

- America; History and Life
- NCJRS (National Criminal Justice Reference Service)
- PAIS International
- Psychological Abstracts
- *Social Sciences Index
- Social Scisearch (Social Science Citation Index)
- Sociological Abstracts

* Not available via your computer search. Use library copy.

BASIC LIBRARY SOURCES - ALL SUBJECTS

*ACCESS, the supplementary index to periodicals. Jan/Apr/ 1975-. Syracuse, N.Y., Gaylord Professional Pubs., 1975-. 3 times a yr., the 3d issue being an annual cumulation. John Gordon Burke and Ned Kehde, eds.

Intends to complement rather than duplicate the efforts of other general periodical indexes. (As a general principle, titles picked up by Readers' guide will be dropped from Access.) The first issue indexes 130 titles representing "regional and city magazines as well as a balanced subject-oriented list of general and special interest periodicals." -- Introd.

DISSERTATION ABSTRACTS INTERNATIONAL, 1861-present, 648,000 citations, monthly updates (Xerox University Microfilms, Ann Arbor, MI)

Comprehensive Dissertation Abstracts is a definitive subject, title and author guide to virtually every American dissertation accepted at an accredited institution since 1861, when academic doctoral degrees were first granted in the United States. In addition, CDA serves to disseminate citations for thousands of Canadian dissertations and an increasing number of papers accepted in institutions abroad. Professional (e.g., M.D., L.L.D.) and honorary degrees are not included. All subject areas are covered.

GOVERNMENT REPORTS ANNOUNCEMENTS AND GOVERNMENT REPORTS INDEX, 1964-present, 765,000 citations, biweekly updates (National Technical Information Service. NTIS, U.S. Department of Commerce, Springfield, VA)

The NTIS database consists of government-sponsored research, development and engineering plus analyses prepared by federal agencies, their contractors or grantees. It is the means through which unclassified, publicly available, unlimited distribution reports are made available for sale from such agencies as NASA, DDC, DOE, HEW, HUD, DOT, Department of Commerce, and some 240 other units. State and local government agencies are now beginning to contribute their reports to the file.

The NTIS database includes material from both the hard and soft sciences, including substantial material on technological applications, business procedures, and regulatory matters. Many topics of immediate broad interest are included, such as environmental pollution and control, energy conversion, technology transfer, behavioral/societal problems, urban and regional planning. Health services and social services are well represented also in this index.

BASIC LIBRARY SOURCES - ALL SUBJECTS, continued

*INDEX TO LEGAL PERIODICALS,
H.W. Wilson, New York, 1908-.

Index to Legal Periodicals serves the diverse research needs of attorneys, law clerks, law students, law librarians, legal secretaries, and paralegals. As a cumulative author subject index, it offers indexing of 374 legal periodicals from the United States, Canada, Great Britain, Ireland, Australia, and New Zealand. Although primarily a periodicals index, yearbooks, annual institutes, and annual reviews of work in a given field are also included.

MAGAZINE INDEX, 1977-present, 316,000 citations, monthly updates (Information Access Corporation, Los Altos, CA)

Magazine Index is the first online database to offer truly broad coverage of general magazines. It is a new database created especially for general reference librarians who must handle a constant flow of diverse requests for information from the mundane to the scholarly to the light hearted. Magazine Index covers over 370 popular magazines and provides extensive coverage of current affairs, leisure time activities, home centered arts, sports, recreation and travel, the performing arts, business, science and technology, consumer product evaluations, and other areas. In addition to being a valuable tool for the public and academic library information desk, Magazine Index will also serve business and government libraries with information not available on any other online database. In particular, libraries serving

patrons in the fields of market research, public relations, journalism, food and nutrition, and the social sciences will find Magazine Index to be a significant new resource.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS, July 1976-present, 75,000 records, monthly updates (U.S. Government Printing Office, Washington, D.C., 1895-.)

The Monthly Catalog contains records of reports, studies, fact sheets, maps, handbooks, conference proceedings, etc., issued by all U.S. federal government agencies, including the U.S. Congress. Also included in this database are records of all of the Senate and House hearings on private and public bills and laws. The Monthly Catalog contains a wealth of information on a wide range of topics including agriculture, economics, energy research, public policy, tax reform, business law, health, etc. The Monthly Catalog provides access to legislative reports, standards and safety studies, production and distribution statistics, industry reports and projections, labor standards requirements, and state of the art summaries on every major issue and technology from human rights to hydraulic geometry.

*Not available via your computer search. Use library copy.

BASIC LIBRARY SOURCES - ALL SUBJECTS, continued

NATIONAL NEWSPAPER INDEX, 1979-present, 165,000 records, monthly updates (Information Access Corporation, Los Altos, CA)

The National Newspaper Index provides front page to back page indexing of The Christian Science Monitor, The New York Times, and The Wall Street Journal. All articles, news reports, editorials, letters to the editor, obituaries, product evaluations, biographical pieces, poetry, recipes, columns, cartoons and illustrations, and reviews are included. The only items not included are weather charts, stock market tables, crossword puzzles, and horoscopes. The National Newspaper Index, particularly useful for answering general reference questions, provides a valuable adjunct in such areas as market research, public relations, journalism, food and nutrition, and the social sciences.

THE NEW YORK TIMES INDEX, Sept., 1851-date. New York: New York Times, 1913-date.

This subject index to a very comprehensive newspaper is indispensable. It is useful for locating material in other newspapers as well as the Times because it gives a clue to the date of events. Brief synopses of articles answer some questions without reference to the paper itself.

*POPULAR PERIODICAL INDEX, no. 1-, Jan/June 1973-. Camden, N.J., 1973-. Semiannual.

A subject index (with some author entries) indexing (by 1977) some 29 popular periodicals not covered in the standard periodical indexes. Book reviews are grouped under "Book reviews." No cumulations.

*READERS' GUIDE TO PERIODICAL LITERATURE, H.W. Wilson, New York, 1900-.

180 periodicals chosen to represent important subject areas of contemporary interest are indexed in Readers' Guide to Periodical Literature. Periodicals selected for indexing serve the needs of students, librarians, researchers, and general readers.

*SUBJECT GUIDE TO BOOKS IN PRINT: AN INDEX TO THE PUBLISHERS' TRADE LIST ANNUAL, 1957-. N.Y., Bowker, 1957-. Annual.

A comprehensive subject guide to books recently published in the U.S. Useful to locate books not available in local libraries.

BASIC LIBRARY SOURCES - BUSINESS

ABI/INFORM, August 1971-present,
107,000 records, monthly updates
(Data Courier, Inc., Louisville,
KY)

The ABI/Inform database is designed to meet the information needs of executives and covers all phases of business management and administration. ABI/Inform stresses general decision sciences information which is applicable to many types of businesses and industries. Specific product and industry information is included but does not receive primary emphasis. Approximately 400 primary publications in business and related fields are currently scanned for articles to be abstracted and included in ABI/Inform.

*BUSINESS PERIODICALS INDEX, 1958-date. New York: Wilson, 1958-date.

The ever-changing world of business, and the many fields it includes, is covered by Business Periodicals Index. Comprehensive indexing of 272 leading business periodicals, in the English language, is provided for the following fields:

- Accounting
- Advertising & Marketing
- Automation
- Banking
- Communications
- Economics
- Finance & Investment
- Insurance
- Labor
- Management
- Public Relations
- Taxation

Other specific industries and trades are given coverage as well.

ECONOMICS ABSTRACTS INTERNATIONAL,
1974-present, 89,000 citations,
monthly updates (Learned Information, Ltd., London, England)

Economics Abstracts International provides coverage of the world's literature on markets, industries, country-specific economic data, and research in the fields of economic science and management. The Economic Abstracts International database corresponds to portions of two printed indexes: Economic Titles/Abstracts and the Key to Economic Science and Managerial Science. Approximately 1800 journals in addition to books, directories, and reports are abstracted to provide information on all areas of economics including international economics. Economics Abstracts International also contains information on specific industries and provides data on the investment climate, import regulations, distribution channels and economic structure for markets worldwide.

FUNK AND SCOTT INDEXES, 1972-present,
1,470,000 citations, monthly updates (Predicasts, Inc., Cleveland, OH)

The F&S Indexes cover both domestic and international company, product, and industry information. It contains information on corporate acquisitions and mergers, new products, technological developments, and sociopolitical factors. It summarizes analyses of companies by securities firms, contains forecasts of company sales and profits by company officers, and reports on factors influencing future sales and earnings (such as price changes,

*Not available via your computer search. Use library copy.

BASIC LIBRARY SOURCES - BUSINESS, continued

government antitrust actions, sales and licensing agreements, and joint venture agreements).

In addition, the F&S provides on-line access to a comprehensive bibliography of more than 5,000 publications cited in Predicasts publications. A complete abstract display from this bibliography includes title, publisher, and address, annotation terms describing the publication, frequency, and cost, and the Predicasts codes for product, country, and event.

MANAGEMENT CONTENTS, September, 1974-present, 63,00 citations, monthly updates (Management Contents, Inc., Skokie, IL)

The Management Contents database provides current information on a variety of business and management related topics to aid individuals in business, consulting firms, educational institutions, government agencies or bureaus and libraries in decision making and forecasting. Articles from approximately 200 U.S. and foreign journals, proceedings and transactions are fully indexed and abstracted to provide up-to-date information in the areas of accounting, decision sciences, finance, industrial marketing, operations research, organization behavior and public administration.

TRADE AND INDUSTRY INDEX, 1981-present, 140,000 records, monthly updates (Information Access Corporation, Menlo Park, CA)

Business journals relating to trade, industry, and commerce are now indexed and selectively abstracted in Trade and Industry Index.

This database provides, in a single source, current and comprehensive coverage of major trade journals and industry-related periodicals representing all Standard Industrial Classifications. Trade and Industry Index provides cover-to-cover indexing and selective abstracting of 275 trade and industry journals as well as comprehensive but selective coverage of business and trade information from nearly 1,200 additional publications. Newspaper sources include the Wall Street Journal, the New York Times Financial Section, American Banker, and Barrons. Journal coverage includes such publications as Advertising Age, Coal Age, BYTE, Electronic Design, National Underwriter, Oil and Gas Journal, and Tax Advisor. In addition to general business information, Trade and Industry Index provides access to information in the following broad subject areas: banking, insurance, securities, agriculture, oil and gas, public utilities, taxation, wholesale and retail trade, construction, design and manufacturing, forestry and paper products, and many more. Designed as a one-stop source to meet trade and industry-specific business information needs, Trade and Industry Index enables you to survey articles from the significant publications which are specifically related to your field(s) of interest and/or industry.

WALL STREET JOURNAL INDEX, 1958- (N.Y.), Dow Jones, 1959-.
Monthly, with annual cumulations.

Based on the final Eastern edition of the paper. In two parts: (1) corporate news(indexed by company name); (2) general news. Special sections for book reviews, personalities, deaths, theater reviews. Although primarily for information of corporations, the Journal also includes articles of more general interest in such areas as education, the family, philanthropy, etc.

BASIC LIBRARY SOURCES - EDUCATION

AIM/ARM, September 1967-1976, 17,500 citations (The Center for Vocational Education, The Ohio State University, Columbus, OH)

AIM/ARM is a specialized index for locating materials on vocational and technical education as well as the related areas of manpower economics and development, employment, job training, and vocational guidance.

AIM/ARM provides subject and author indexes to the abstracts of the following: instructional materials developed by local school districts, state departments of education, curriculum development laboratories, industrial organizations, and research from U.S. Office of Education, Department of Labor, Office of Economic Opportunity, private foundations, and other organizations.

CHILD ABUSE AND NEGLECT, 1965-present, 8,800 citations, semi-annual updates (National Center for Child Abuse and Neglect, Children's Bureau, U.S. Department of Health, Education, and Welfare, Washington, D.C.)

Child Abuse and Neglect will initially contain about 4,500 records of three sorts: ongoing research project descriptions, bibliographic references, and service program listings. Each of the three subfiles deals with material of interest to social workers, family planners, sociologists, educators, criminologists, and legal researchers studying in the field of child abuse and neglect. Child Abuse and Neglect includes English-language material only and

cites only research projects and service programs in the U.S. Documents covered in the bibliographic file include books, periodical literature, government and research reports, and conference proceedings.

*CHILD DEVELOPMENT ABSTRACTS AND BIBLIOGRAPHY, v. 1-, June/Dec. 1927-. Lafayette, Ind., Purdue Univ., Soc. for Research in Child Development, 1927-.

Abstracts professional periodicals and reviews books related to the growth and development of children.

CURRENT INDEX TO JOURNALS IN EDUCATION, v. 1, no. 1/2-, Jan/Feb 1969-. N.Y., CCM Information Sciences, 1969-. Monthly, with semiannual and annual cumulative indexes.

Published in cooperation with the U.S. Office of Education's Educational Resources Information Center (ERIC) program, this service now provides detailed indexing for articles in more than 700 education and education-related journals. Currency of coverage is an important feature, though there are inevitable delays of many months in the case of some journals. Classed arrangement, with subject and author indexes which cumulate semiannually and annually. Serves as a companion to ERIC's monthly Research in education (now entitled Resources in education).

*Not available via your computer search. Use library copy.

BASIC LIBRARY SOURCES - EDUCATION, continued

- *DSH ABSTRACTS, v. 1-. Oct. 1960-.
(Wash.), Deafness, Speech and
Hearing Pub., 1960-. v.1, Quarterly.

Sponsored by the American Speech
and Hearing Association and Gal-
laudet College.

Offers abstracts of articles in
the major languages on deafness,
speech, and hearing. Titles are
given in the original language
(except Russian and Oriental
languages), with English trans-
lation. Classified arrangement
with author index. Annual author
and subject indexes.

- *EDUCATION INDEX, H.W. Wilson Co.,
New York, 1929-.

Education Index is a guide to
current professional literature
in education. It offers access
to articles from approximately
330 publications. The entire
field of education is covered with
indexing of education periodicals,
proceedings, yearbooks, and mono-
graphic series published in the
English language:

Administration & Supervision
Adult Education
The Arts
Audiovisual Education
Comparative & International
Education
Counseling & Personnel Service
English Language Arts
Health & Physical Education
Higher Education
Language & Linguistics
Library & Information Science
Multicultural Ethnic Education
Pre-School & Elementary Education
Psychology & Mental Health
Religious Education
Science & Mathematics

Secondary Education
Social Studies
Special Education & Rehabilitation
Teacher Education
Teaching Methods & Curriculum
Vocational Education

EXCEPTIONAL CHILD EDUCATION
RESOURCES, 1966-present, 38,000
citations, bimonthly updates
(The Council for Exceptional
Children, Reston, VA)

Exceptional Child Education
Resources (ECER) is a compre-
hensive database concerned
with published and unpublished
literature on the education of
handicapped and gifted children.
More than 23,000 citations are
included in the ECER database,
covering such sources as
books, journal articles,
teaching materials, and reports.
ECER is a valuable supplement
to the Educational Resources
Information Center database
(ERIC) since only about one-
fourth of the ECER citations
are duplicated in ERIC. All
aspects of the educations of
the handicapped and gifted are
included.

BASIC LIBRARY SOURCES - EDUCATION, continued

NICEM, 1979 edition, 326,500 records, biennially replaced (National Information Center for Educational Media, U. Southern California, Los Angeles, CA)

The NICEM database offers comprehensive coverage of non-print educational material. NICEM covers the entire spectrum of the educational field from pre-school to professional and graduate school levels. Librarians, media specialists, curriculum planners, and researchers who search NICEM will gain references to all types of educational media - 16 mm films, 35 mm filmstrips, overhead transparencies, audio tapes, video tapes, phonograph records, motion picture cartridges, and slides.

NICSEM/NIMIS, 1978 edition, 36,000 records, (National Information Center for Special Educational Materials, Los Angeles, CA)

NICSEM/NIMIS (National Instructional Materials Information System) contains descriptions of media and devices for use with handicapped children. Audio visual materials and equipment, large print and braille books and many types of equipment and adaptive devices for all handicap levels are included. Media in the database cover a wide range of subject areas including language and language arts, sciences, health, vocational education, mathematics, fine arts, history and religion. Also included are materials dealing with cognition and perceptual recognition, motor processes, guidance and personal skills.

RESOURCES IN EDUCATION, 1966-present, 200,000 citations, monthly updates (National Institute of Education, Washington, D.C., and ERIC Processing and Reference Facility, Bethesda, MD)

RIE (Resources in Education) is composed of monthly catalogs of abstracts of educationally related documents - primarily fugitive information; e.g., documents which are unpublished or of limited distribution, technical and research reports, papers, speeches, curriculum materials, etc. These documents (currently about 150,000) are available on microfiche.

ERIC is the complete database on educational materials from the Educational Resources Information Center. Resources in Education is concerned with identifying the most significant and timely education research reports and projects.

The complete ERIC microfiche collection is available at the Evanston Campus Library; ERIC microfiche documents from 1975 to date are also available at the Lombard Campus Library.

BASIC LIBRARY SOURCES - FUNDING AND GRANTS

- *ANNUAL REGISTER OF GRANT SUPPORT,
Annual Academic Media, Los
Angeles, CA

Subtitle: A guide to grant support
programs of government agencies,
foundations, and business and
professional organizations.

Grants in social sciences,
sciences, humanities, and general
categories are listed. Be sure
to check the latest edition
published.

- *CATALOG OF FEDERAL DOMESTIC
ASSISTANCE, 1965- Wash., Govt.
Prt. Off., 1965-. (7th ed. 1973)

This comprehensive grants source-
book covers all types of federal
government grants, an essential
research tool.

- FOUNDATION DIRECTORY, Current year's
data, 3200 listings, semiannual
updates (The Foundation Center,
New York, NY)

Foundation Directory provides
descriptions of 3200 foundations
which have assets of \$1 million or
more which make grants of \$100,000
or more annually. Each foundation
conforms to the general description
of a "nongovernmental, nonprofit
organization, with funds and pro-
gram managed by its own trustees
or directors, and established to
maintain or aid social, educational,
charitable, religious, or other
activities serving the common
welfare, primarily through the
making of grants." The foundations
which qualify for inclusion account
for nearly 90 percent of the
assets of all foundations in the

United States and 80 percent
of all foundation giving.
Grants are given primarily in
the fields of education, health,
welfare, sciences, inter-
national activities, and
religion, in that order. Prin-
cipal sources of information
are voluntary reports by
many foundations directly to
The Foundation Center and
information obtained from
public information returns
filed each year with the
Internal Revenue Service by
private foundations.

- FOUNDATION GRANTS INDEX, Jan
1973-present, 68,000 records,
bimonthly updates (The
Foundation Center, New York, NY)

Foundation Grants Index con-
tains information on grants
awarded by more than 400
major American philanthropic
foundations, representing all
records from the Foundation
Grants Index section of the
bimonthly Foundation News.
Information on grants given
by foundations is useful in
determining types and amounts of
grants awarded, since foundations
seldom announce the availability
of funds for special purposes.
Each foundation conforms to
the description of a "non-
government, nonprofit organi-
zation, with funds and program
managed by its own trustees
or directors, and established
to maintain or aid social,
educational, charitable, relig-
ious, or other activities
serving the common welfare,
primarily through the making
of grants," as defined in

BASIC LIBRARY SOURCES - FUNDING AND GRANTS, continued

The Foundation Directory, Ed. 5. Approximately 20,000 new grant records are added to the file each year. Grants are given primarily in the field of education, health, welfare, sciences, international activities, humanities, and religion with education as the most favored field for foundation giving. Grants to individuals and grants of less than \$5,000 are not included.

GRANTS DATABASE, 1977-present,
1500 records, monthly updates
(Oryx Press, Phoenix, Arizona)

Grants Database is the source to more than 1500 grant programs available through government (federal, state, and local), commercial organizations, associations, and private foundations. The academic discipline(s) for which grants are available are given with each program. Grant Information System is the corresponding print publication.

NATIONAL FOUNDATIONS, current year's data, 21,800 records, annual updates (The Foundation Center, New York, NY)

National Foundations provides records of all 21,800 United States foundations which award grants, regardless of the assets of the foundation or of the total amount of grants it awards annually. As with the foundations included in the Foundation Directory, each foundation conforms to the general description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and

established to maintain or aid social, educational, charitable, religious, or other activities serving the common welfare, primarily through the making of grants." Approximately 17,000 small foundations which are excluded from coverage in the Foundation Directory because their assets total less than \$1 million are listed in National Foundations. Since many of these foundations restrict their donations to local or regional recipients, community organizations will find the comprehensive coverage of National Foundations particularly useful for indicating sources of funding for local projects.

BASIC LIBRARY SOURCES - NURSING

*CUMULATIVE INDEX TO NURSING AND ALLIED HEALTH LITERATURE, Glendale, CA, Seventh Day Adventist Hospital Assn, 1961-. v. 1/5-. Annual.

Indexes all major English-language nursing periodicals, plus selective indexing of various medical journals. In 1973, 180 nursing journals and serials were indexed and some 120 ancillary journals were scanned for pertinent material.

EXCERPTA MEDICA, June 1974-present, 1,160,000 records, monthly updates (Excerpta Medica, Amsterdam, The Netherlands)

Excerpta Medica is one of the two principal sources for searching the biomedical literature. It consists of abstracts and citations of articles from over 3,500 biomedical journals published throughout the world. It covers the entire field of human medicine and related disciplines. The online file corresponds to the 43 separate specialty abstract journals and 2 literature indexes which make up the printed Excerpta Medica plus an additional 100,000 records annually that do not appear in the printed journals. Excerpta Medica is widely used by physicians, medical researchers, medical libraries, hospitals, medical schools, health organizations, and chemical and pharmaceutical companies. In addition to providing abstracts in all fields of medicine, Excerpta Medica provides extensive coverage of the drug and pharmaceutical literature, and of other health related sciences such as environmental health and pollution control, forensic science, health economics and hospital management, and public health.

HEALTH PLANNING AND ADMINISTRATION 1975-present, 180,000 records, monthly updates (U.S. National

Library of Medicine, Bethesda, MD)

Health Planning and Administration, produced by the U.S. National Library of Medicine, contains references to nonclinical literature on all aspects of health care planning and facilities, health insurance, and the aspects of financial management, personnel administration, manpower planning and licensure and accreditation which apply to the delivery of health care.

INDEX MEDICUS. Wash., Nat. Lib. of Medicine, 1960-.v.1-. Monthly.

A comprehensive index to the world's medical literature.

About 2,300 periodicals are indexed, either completely or selectively. In addition to journals in the medical and health sciences, there are representative journals in the fields of biometry, botany, chemistry, entomology, physics, psychology, sociology veterinary medicine, and zoology.

MEDLINE, 1966-present, 3.4 million records, monthly updates (U.S. National Library of Medicine, Bethesda, MD)

Medline, produced by the U.S. National Library of Medicine, is one of the major sources for biomedical literature. Medline corresponds to three printed indexes: Index Medicus, Index to Dental Literature, and International Nursing Index. Medline covers virtually every subject in the broad field of biomedicine. Medline indexes articles from over 3000 international journals published in the U.S. and 70 countries. Citations to chapters or articles from selected monographs are also included.

NATIONAL INSTITUTE OF MENTAL HEALTH (NIMH) 1969-present; 375,000 records, monthly updates (National Clearinghouse for Mental Health Information, (NCMHI), (National Institute of Mental Health, Rockville, MD).

* Not available via your computer search. Use library copy.

The NIMH (National Institute of Mental Health) database cites worldwide information relating to the general topic area of mental health. Sources include 12,00 journals (from 41 different countries, in 21 different languages), books, monographs, technical reports, workshop and conference proceedings, and symposia. Also included are Far Eastern literature and non-print media.

BASIC LIBRARY SOURCES - SOCIAL SCIENCES

AMERICA: HISTORY AND LIFE, 1964-present, 91,400 records, quarterly updates (ABC-Clio Inc., Santa Barbara, CA)

America: History and Life (AHL), covering the full range of U.S. and Canadian history, area studies, and current affairs, is a comprehensive and current aid to bibliographic research. The online database corresponds to the printed America: History and Life, Part A (Article Abstracts and Citations), Part B (Index to Book Reviews), and Part C (American History Bibliography).

AHL includes coverage for the following typical areas: American studies, ethnic studies, folklore, history, historiography, and methodology, international relations, local history, oral history, prehistory.

NCJRS, 1972-present, 60,500 records, monthly updates (National Criminal Justice Reference Service, Rockville, MD)

The NCJRS (National Criminal Justice Reference Service) database covers all aspects of law enforcement and criminal justice from police; courts; corrections; juvenile justice; community crime prevention; criminal justice system; fraud, waste, and abuse in government programs. Cited documents include both U.S. and international research reports, published papers, books, articles, and audio-visual presentations. Topic coverage

ranges from preliminary research to detailed descriptions of successful programs.

PAIS INTERNATIONAL, Bulletin: 1976-present, 107,000 citations, quarterly updates (PAIS, Inc., New York, NY)

PAIS is one of the world's primary social science indexes. Long considered one of the mainstays in social science information, this file provides interdisciplinary coverage of books, journals, pamphlets, government publications, agency reports, and other unique documents regardless of source or traditional subject boundaries including political science, banking, public administration, international relations, economics, law, public policy, social welfare, sociology, education and social anthropology.

PSYCHOLOGICAL ABSTRACTS, 1967-present, 305,00 citations, monthly updates (American Psychological Association, Washington, DC)

Psychological Abstracts covers the world's literature in psychology and related disciplines in the behavioral sciences. Over 900 periodicals and 1500 books, technical reports and monographs are scanned each year to provide coverage of original research, reviews, discussions, theory, conference reports, panel discussions, case studies, and descriptions of apparatus.

BASIC LIBRARY SOURCES - SOCIAL SCIENCES, continued

*SOCIAL SCIENCES INDEX 1974-.

Broad coverage of the various fields and disciplines in the social sciences, together with specific subject headings that reflect the character of the literature combine to make Social Sciences Index a useful reference tool for today's students and researchers. 263 periodicals are indexed from the following fields:

Anthropology
Area Studies
Consumer Affairs
Human Ecology
Economics
Environmental Studies
Geography
International Relations
Law & Criminology
Nursing
Pharmacology
Political Science
Psychiatry
Psychology
Public Administration
Public Health
Social Work
Sociology
Urban Studies

Articles indexed in Social Sciences Index come from both national and international serials, scholarly journals, and society proceedings. A number of the periodicals are of an interdisciplinary nature, a quality that facilitates research in contemporary problems from a variety of approaches.

SOCIAL SCISEARCH, 1972-present,
765,000 records, monthly updates
(The Institute for Scientific
Information, Philadelphia, PA)

The SSCI is a multidisciplinary database indexing every significant item from the 1,000 most important social sciences journals throughout the world and social sciences articles selected from 2,200 additional journals in the natural, physical, and biomedical sciences. The SSCI includes many important monographs as well. The SSCI covers every area of the social and behavioral sciences.

Social Scisearch offers a unique information retrieval technique. In addition to more conventional retrieval by title words of phrases, source authors, journal names, corporate source, etc., it is also possible to search by way of the author's cited references.

SOCIOLOGICAL ABSTRACTS, 1963-present, 99,600 citations, quarterly updates (Sociological Abstracts, Inc., San Diego, CA)

Sociological Abstracts covers the world's literature in sociology and related disciplines in the social and behavioral sciences. Over 1200 journals and other serial publications are scanned each year to provide coverage of original research, reviews, discussions, monographic publications theory, conference reports, panel discussions and case studies. The following fields are covered: Methodology and Research Technology, History and

BASIC LIBRARY SOURCES - SOCIAL SCIENCES, continued

Theory of Sociology, Social Psychology and Group Interaction, Culture and Social Structure, Management and Complex Organization, Social Change and Economic Development, Mass Phenomena and Political Interactions, Social Differentiation, Rural and Urban Sociology, Sociology of the Arts, Education, Religion, Science, Health and Human Biology, the Family and Social Welfare, Community Development, Policy, Planning, Forecasting and Speculation, Radical Sociology, Studies in Violence and Poverty and Feminism, Environmental Interaction.